

FEDERAL PROCUREMENT DATA SYSTEM REPORTING MANUAL

Amendment 1

March 1999~~September, 1997~~

FPDS REPORTING MANUAL

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B. PRIME CONTRACT AWARD REPORTING

1. GENERAL REPORTING REQUIREMENTS (SF 279 AND SF 281)

Executive departments and agencies shall report unclassified information on all contract actions for obligations/deobligations of appropriated funds and other data as follows:

a. Department of Defense

- Contract actions over \$25,000 shall be reported in the Individual Contract Action Report (ICAR).
- Contract actions \$25,000 or less shall be reported in the Summary Contract Action Report (\$25,000 or Less).

b. Civilian Agencies

- Contract actions for awards (contracts, delivery orders, orders against basic ordering agreements, etc.) with an anticipated award value over \$25,000, including modifications to those awards regardless of dollar amount, shall be reported in the Individual Contract Action Report (ICAR). (Obligations and deobligations between minus \$500 and plus \$500, when rounded to nearest thousand dollars, would result in a zero entry and shall not be reported to the FPDS).
- Contract actions for awards (contracts, purchase orders, delivery orders, orders against basic ordering agreements, etc.) with an anticipated award value of \$25,000 or less, including modifications to those awards, may be reported in the Summary Contract Action Report (\$25,000 or Less) or in the Individual Contract Action Report, but not both.

c. Participating Agencies - Small Business Competitiveness Demonstration Program

- Effective January 1, 1989, participating agencies under the Small Business Competitiveness Demonstration Program, established by the Small Business Competitiveness Demonstration Program Act of 1988, Title VII, ~~P.L.~~ PL 100-656, shall report contract actions for all awards of \$25,000 or less, resulting from solicitations issued on or after January 1, 1989, in the designated industry groups -- construction, architectural and engineering services (including surveying and mapping) awarded under the qualification-based selection procedures required by 40 U.S.C. 541 et seq (the Brooks A-E Act), refuse systems and related services, and non-nuclear ship repair -- on the Individual Contract Action Report (ICAR). (Obligations and deobligations between minus \$500 and plus \$500, when rounded to the nearest thousand dollars, would result in a zero entry and shall not be reported to the FPDS.)

~~This requirement is effective for contract actions awarded through September 30, 1997. See Appendix B for definition of participating agencies.~~

d. Very Small Business Pilot Program

- Agencies shall report all actions on the Individual Contract Action Report (ICAR) for acquisitions between \$2,500 and \$50,000 under this pilot program.

2. REPORTABLE/NONREPORTABLE ACTIONS

- a. Agencies shall report unclassified information on all contract actions using appropriated funds including those made:
- (1) With stock and replenishable revolving funds;
 - (2) With appropriated funds transferred from one executive agency to another where the servicing agency contracts for the supplies or services;
 - (3) With appropriated funds obligated pursuant to the provisions of Public Law 85-804;
 - (4) By one agency for another;
 - (5) For supplies and equipment;
 - (6) For all real property both leased and purchased;
 - (7) For construction, alteration or maintenance of real property;
 - (8) For services, including research and development;
 - (9) 8(a) Contract Award;
 - (10) JWOD Nonprofit Agency (formerly referred to as Sheltered Workshop awards);
 - (11) Telecommunications from regulated carriers; and
 - (12) Federal Prison Industries, i.e. UNICOR awards (orders from GSA stock for UNICOR products are not reportable - see Part III, C.3g.); and
- b. Agencies shall report all contract actions made with funds held in trust accounts for foreign governments or procurements for foreign governments regardless of the nature of the funds. (The term "foreign governments" includes international organizations.)
- c. Agencies shall not report the following actions:
- (1) Procurement actions with an action date of five (5) years earlier than the current fiscal year;
 - (2) Assistance actions, such as grants, cooperative agreements, subsidies, and contributions;
 - (3) Imprest fund transactions, SF 44 purchases, credit card purchases and training authorizations;
 - (4) Interagency agreements with other federal agencies (e.g., Tennessee Valley Authority), independent federal establishments (e.g., Export/Import Bank of the U.S.), or federally chartered sources (e.g., Howard University or the Smithsonian Institution) (NOTE: 8(a) Contract Awards and UNICOR awards shall be reported);
 - (5) Government Bills of Lading and Government Transportation Requests;
 - (6) Actions using predominantly non-appropriated funds, except pursuant to 2b. above;
 - (7) FEDSTRIP or MILSTRIP requisitions;

- (8) Actions involving transfer of supplies within and among agencies and subagencies; or
 - (9) Orders from GSA Stock and GSA Consolidated Purchase Program.
- d. Civilian agencies shall not report actions for petroleum or petroleum products ordered against a Defense Logistics Agency Indefinite Delivery Contract. (See Part III, C.3d.).

Insert FEDERAL PROCUREMENT DATA SYSTEM (FPDS)
 INDIVIDUAL CONTRACT ACTION REPORT

C.2 INSTRUCTIONS FOR REPORTING ON THE INDIVIDUAL CONTRACT ACTION REPORT (ICAR) (For Edit Specifications, See C.4)

Item 1. REPORTING AGENCY

Report the appropriate four (4) digit agency and subagency identification code from Federal Information Processing Standards (FIPS) Publication 95 (FIPS 95).

Item 2. CONTRACT NUMBER

Report the contract or purchase order number. If this action is an order against a federal schedule contract or indefinite delivery contract, report the contract number in this item and report the order number in Item 4. If this action is an order under a basic ordering agreement, report the basic ordering agreement number in this item and report the order number in Item 4. When reporting contracts placed under Section 8(a) of the Small Business Act, report the contract number assigned by the reporting agency in this item rather than the number assigned by the Small Business Administration (SBA).

Item 3. MODIFICATION NUMBER

When reporting modifications to contracts or orders, report the modification number assigned by the reporting contracting office. Terminations are to be reported as modifications and must have a modification number.

For agencies awarding federal schedule contracts, see Part III, C.3b. and the accompanying chart for additional instructions on modification number.

Item 4. CONTRACTING OFFICE ORDER NUMBER

Leave blank if Item 9 is coded Z (GSA, VA, or OPM).

Report the unique number assigned by the contracting office to identify delivery orders, task orders, and calls placed against indefinite delivery contracts, federal schedule contracts or basic ordering agreements.

Item 5. CONTRACTING OFFICE

Report the five (5) character code (assigned by the agency) that uniquely identifies the purchasing or contracting office.

Item 6. ACTION DATE

Report the date of award or date a mutually binding agreement was reached, not the date the ICAR is prepared. Use four (4) digits to indicate the calendar year and two (2) digits to indicate the month (e.g., 1997 10 for October 1997). The action date should be the date of the written obligation of funds. In the case of letter contracts, the date to be entered is the date when the signed copy is received from the contractor, if the contractor signed after the contracting officer. For contracts awarded in one fiscal year and not effective until the next (because they are contingent on the availability of funds or for other reasons), the date shall be the date the funds are obligated. Actions that are not effective until a following quarter because of fund availability shall be reported in that following quarter.

Item 7. TYPE OF DATA ENTRY

Report the appropriate code to indicate that the report is an original, deleting, or correcting entry, as follows:

- o Code A - Original - Use this code to report an action which has not been previously reported to the FPDS.
- o Code B - Deleting - Use this code to delete a matching action (one which is identical in fields 1,2,3,4,5, and 6) which has been previously reported to the FPDS.
- o Code C - Correcting - Use this code to correct an action previously reported to the FPDS.

NOTE: If key fields 1,2,3,4,5, or 6 are to be changed, a correcting entry cannot be processed. Instead, the original entry must be deleted and a new original must be submitted.

Item 8. REPORT PERIOD

Report the four (4) digits of the fiscal year and the single digit for the fiscal quarter (1,2,3,or 4) for which data were reported by the agency data collection point.

Item 9. KIND OF CONTRACT ACTION

Report one of the codes below for each action reported:

- o Code A - Initial Letter Contract. Report this code when an initial letter contract is executed. For a letter contract which is designated as a modification of an existing contract, report code H. Use code B to report the definitization of a letter contract.
- o Code B - Definitive Contract Superseding Letter Contract. Report this code when applicable.
- o Code C - New Definitive Contract. Report this code when the first binding document is the instrument containing all the terms and conditions of the contract. Use code C to report an indefinite delivery contract where funds are obligated on the contract, and not on the individual orders.
- o Code D - Purchase Orders/BPA Calls Using Simplified Acquisition Procedures. Report this code when the contract action is over \$25,000 and awarded as a purchase order or call under a Blanket Purchase Agreement (BPA) using the simplified acquisition procedures in FAR Part 13. Code D may also be used to report acquisitions under the commercial items test program in FAR Subpart 13.56 that are above \$100,000 and awarded as purchase orders or BPA calls. Agencies may report contract actions over \$25,000 but less than or equal to \$200,000 in support of a contingency operation (see FAR ~~2.101~~^{13.101}) in Code D or on the SF 281, if detailed information is not available. [Only the Secretary of Defense can declare a contingency operation (10 U.S.C. 101(a) (13)).] Modifications to simplified acquisitions shall be reported as code H. Any agency that chooses to report on the SF 279 contract actions of \$25,000 or less made pursuant to simplified acquisition procedures (including Micro-purchases awarded using procedures other than government purchase cards) should use code D.

NOTE: See Code G for special instructions to report order/calls against BPAs under Federal Schedule Contracts.

- o Code E - Order Under Single Award Indefinite Delivery Contract (IDC). Report this code when the action is an order under a single award indefinite delivery contract awarded by any agency. Orders under federal schedule contracts shall be reported as code G rather than code E. Orders under multiple award task order or delivery order, indefinite delivery indefinite quantity (IDIQ) contracts shall be reported as code L. See Appendix B for definition of indefinite delivery contracts.
- o Code F - Order Under Basic Ordering Agreement (BOA). Report this code when the action is an order under a BOA awarded by any agency.
- o Code G - Order/Modification Under Federal Schedule. Report this code when the action is an order, modification to an order, or termination of an order under a federal schedule contract. Also, report this code when the action is an order/call against a BPA under a federal schedule contract. (See Appendix B for definition of federal schedule contract and Part III, C.3c. for instructions on reporting orders against federal schedule contracts.) Orders under GSA area-wide contracts for utility services shall be reported as code E rather than code G.
- o Code H - Modification. Report this code when the action is a modification to an existing letter contract, definitive contract, or order (except a modification to an order under a federal schedule contract shall be reported under code G).
- o Code J - Termination for Default. Report this code when the action is a modification that executes a termination for default settlement (except a modification to an order under a federal schedule contract shall be reported under code G).
- o Code K - Termination for Convenience. Report this code when the action is a modification that executes a termination for convenience settlement (except a modification to an order under a federal schedule contract shall be reported under code G).
- o Code L - Order Under Multiple Award Contract. Report this code when the action is a task order for services or a delivery order for supplies and equipment issued under a multiple award IDIQ contract awarded by any agency pursuant to the multiple award preference set forth in FAR 16.504(c) (1) or 16.504(c) (2). See Appendix B for definition of task order and delivery order IDIQ contracts.
- o Code Z - Initial Load of Federal Schedule Contract. Report this code for the initial load of a federal schedule contract. This code is authorized for use only by GSA, VA, and OPM pursuant to Part III, paragraph C.3b. (See Appendix B for definition of federal schedule contract.)
CHANGES TO FEDERAL SCHEDULES MUST BE MADE BY CORRECTING RECORDS ONLY.

Item 10. DOLLARS OBLIGATED OR DEOBLIGATED THIS ACTION
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Leave blank if Item 9 is coded Z (GSA, VA, or OPM).

Report the amount obligated or deobligated by the reported action in eight digits with leading zeros as necessary. The amount reported shall be rounded to the nearest thousand and then truncated to eliminate the zeros resulting from the rounding. For example, \$25,498.50 will be rounded to \$25,000 and reported as 00000025 while \$25,501.60 will be rounded to \$26,000 and reported as 00000026. Obligations and deobligations between minus \$500 and plus \$500, when rounded to the nearest thousand dollars, would result in a zero entry and shall not be reported to the FPDS.

Item 11. TYPE OF OBLIGATION

Leave blank if Item 9 is coded Z (GSA, VA, or OPM).

- o Code A - Obligated. Report this code if the action obligates dollars.
- o Code B - Deobligated. Report this code if the action deobligates dollars.

Item 12. PRINCIPAL PRODUCT OR SERVICE

Leave blank if Item 9 is coded Z (GSA, VA, or OPM).

a. Report the four (4) character code from the FPDS Product and Service Codes Manual identifying research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or deobligated for the contract/action.

b. For research and development, report the appropriate code from Section I, Part A of the FPDS Product and Service Codes Manual. These codes begin with the letter "A".

Do not report R&D codes for acquisitions, rental, or lease of supplies or services when incidental to and purchased separately from R&D work. Such services, supplies, or equipment shall be coded in accordance with Section I, Parts B and C, of the FPDS Product and Service Codes Manual, even though R&D appropriations are used. Do not use R&D codes for orders under federal schedule contracts.

c. For services other than research and development, report the appropriate code from Section I, Part B, of the FPDS Product and Service Codes Manual. These codes begin with a letter other than "A".

d. For supplies and equipment, report the appropriate code from Section I, Part C of the FPDS Product and Service Codes Manual. These codes are numeric.

Item 13. PRINCIPAL STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE

Report the four (4) digit code from the OMB Standard Industrial Classification Manual. If more than one code applies, report the code that best identifies the product or service acquired and represents the predominance of the dollars obligated or deobligated for the contract/action.

Item 14. COMMERCIAL ITEM ACQUISITION

Report the appropriate code.

- o Code Y - Yes. Report this code if the contract action is for a commercial item procured pursuant to the procedures in FAR Part 12 (Acquisition of Commercial Items) and clause 52.212-4 was included in the contract.
- o Code N - No. Report this code if the action is not for a commercial item procured pursuant to FAR Part 12 procedures.

Item 15. CONTRACTOR NAME

Report the name of the contractor (up to 30 characters) receiving the award. For awards under the 8(a) Contract Award program, report the name of the performing contractor, not the Small Business Administration (SBA).

Item 16. CONTRACTOR IDENTIFICATION NUMBER

The Federal Procurement Data System (FPDS) web address is fpds.gsa.gov. The site will provide information on files that are downloadable. For the DUNS file, the DUNS numbers are identified as either "VALID" or "NOT!" valid.

If the DUNS number represents Federal Prison Industries, i.e., UNICOR, report Items 1 through 17 only, and leave remaining Items blank. The DUNS number for UNICOR is 626627459.

a. Report the nine (9) digit numeric DUNS number assigned by Dun & Bradstreet or reported by the contractor that identifies the contractor establishment receiving the award. For 8(a) Contract Awards, report the DUNS number of the performing contractor, not the Small Business Administration.

b. If the contractor does not provide its DUNS number, the contracting office can obtain one by contacting Dun & Bradstreet, Inc., as follows:

1. Telephone: 1-888-546-0024.
2. Facsimile: 1-610-882-7140.

c. Dun and Bradstreet will honor telephone requests for up to ten (10) DUNS numbers per call. Requests for larger quantities should be faxed to the number in paragraph b. above or mailed to:

FPDC Department
Dun and Bradstreet Information Services
899 Eaton Avenue
Bethlehem, PA 18025-0013

d. DO NOT direct this request to any other Dun & Bradstreet office. The following information will be requested by Dun & Bradstreet at the time of the request:

1. Reporting agency name.
2. Requester's agency code.
3. Contracting office code.
4. The name and phone number of the individual making the request.
5. If the contractor is domestic (address within the U.S.), provide the contractor establishment name, street address, city, state, zip code, and telephone number (if available).
6. If the contractor is foreign (address outside the U.S.), provide the contractor establishment name, street address, province (if any), city, country, postal code, and telephone number (if available).

Item 17. PRINCIPAL PLACE OF PERFORMANCE

Leave blank if Item 9 is coded Z- (GSA, VA, or OPM).

Report the code of the city, state, foreign country, or Government installation where the items will be produced, manufactured, mined, or grown or where the service will be performed. This item refers to the contractor's final

manufacturing assembly point, processing plant, construction site, place where a service is performed, location of mines, or where the product is grown.

If the items are supplied parts shipped from stock by a regular dealer, the place of performance is the regular dealer's location. If the items are shipped for the regular dealer by a subcontractor who produces the items, the place of performance is the subcontractor's location.

If more than one location is involved, report only the code of the location involving the largest dollar share of the contract.

For construction and architect/engineer contracts, report the construction site location. If the contract is for architect/engineer design work, the place of performance is where the design work is being done.

If the place of performance cannot be determined (e.g., if the contractor has multiple location sites performing the same volume of work), or commercial item acquisition procedures were used, report the contractor's billing or home office location.

Report the code for principal place of performance as follows:

- a. For Washington, DC, report 11 for the state code and 50000 for the city code.
- b. For the 50 States and the U.S. outlying areas, report the appropriate 2-digit numeric code found in FIPS PUB 55-3. For cities or localities in the 50 States and U.S. outlying areas, report the 5-digit code found in FIPS PUB 55-3. If the city or locality is not listed in FIPS PUB 55-3, find the county (or equivalent) in FIPS PUB 55-3 and report that 5-digit numeric code (county codes are listed last in each state's listing and begin with 99). Leave "Foreign Country" blank.
- c. For locations outside the 50 States and U.S. outlying areas, leave "State" and "City" blank and report the two (2) position alphabetic country code from FIPS PUB 10-3.

Item 18. CONTRACT FOR FOREIGN GOVERNMENT OR INTERNATIONAL ORGANIZATION

Leave blank if Item 9 is coded Z (GSA, VA, or OPM).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report code Y if a foreign government or international organization bears any part of the cost of the action. Otherwise, enter code N. (See Part III, C.3e, Multiple Reporting.) If code Y is reported, DO NOT report Items 19-34~~5~~ and ~~39~~40-47.

Item 19. TARIFF OR REGULATED (PRE-CICA)

Leave blank if Item 9 is coded Z (GSA, VA, or OPM).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report this Item when Item 25 is coded D; otherwise leave blank.

Report code Y if the action involves a tariff or regulated acquisition when the supplier is a sole source and service rates are fixed or adjusted by a Federal, State or other public regulatory body. Otherwise, report code N.

Item 20. RESERVED FOR FPDS ~~MULTI-YEAR CONTRACT~~

~~Leave blank if Item 16 is coded UNICOR (DUNS=626627459).~~

Report the appropriate code:

- ☐ Code Y—Yes. Report this code if the contract action is for a multi-year contract awarded pursuant to the procedures in FAR Subpart 17.1.
- ☐ Code N—No. Report this code if the contract action is not a multi-year contract.

Item 21. BUNDLING OF CONTRACT REQUIREMENTS (RESERVED PENDING FAR CHANGE)	RESERVED
FOR FPDS	

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

These codes pertain to the contract as a whole rather than the reported contract action. For modifications, report the same code as the original contract.

- o Code Y - Yes. Report this code when the value of this contract, including all options, was expected to exceed \$5,000,000 and the contracting officer determined this contract action was a result of consolidating two or more requirements for supplies or services previously solicited, provided, or performed under separate small contracts, into a solicitation for a single contract likely to be unsuitable for award to a small business concern. See FAR 19.XXX.
- o Code N - No. Report this code when the contract action is not a bundling requirement.

Item 22. COUNTRY OF MANUFACTURE

Leave blank if Item 9 is coded Z (GSA, VA, or OPM).
Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

If acquiring supplies or equipment manufactured, mined, or grown in a foreign country, report the code from FIPS PUB 10-3 of that country. If a service is performed by a foreign contractor, report the code from FIPS PUB 10-3 of that country. If the product is manufactured, mined, or grown in the U.S.A. (the 50 states, the District of Columbia or U.S. outlying area), or the service is performed by a U.S. contractor, report US.

Item 23. SYNOPSIS OF PROCUREMENT PRIOR TO AWARD

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report one of the following codes based on the Commerce Business Daily synopsis requirements of FAR Subpart 5.2. Also, use Code A if a combined synopsis/solicitation of the proposed action was prepared in accordance with FAR Subpart 12.603.

- o Code A - Synopsized prior to award.
- o Code B - Not synopsized due to urgency.
- o Code C - Not synopsized for other reason.

Item 24. TYPE OF CONTRACT OR MODIFICATION

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the code that represents the predominance of dollars obligated or deobligated for the contract/action.

- o Code A - Fixed-Price Redetermination.
- o Code J - Firm Fixed-Price.
- o Code K - Fixed-Price with Economic Price Adjustment.
- o Code L - Fixed-Price Incentive.
- o Code R - Cost-Plus-Award Fee.
- o Code S - Cost-No Fee.

- o Code T - Cost-Sharing.
- o Code U - Cost-Plus-Fixed-Fee.
- o Code V - Cost-Plus-Incentive Fee.
- o Code Y - Time and Materials.
- o Code Z - Labor Hour.

Item 25. CICA APPLICABILITY

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the appropriate code below:

- o Code A - CICA Applicable. Report this code if the action resulted from a solicitation issued on or after April 1, 1985, and code B or code C does not apply.
- o Code B - Purchase Orders/BPA Calls Using Simplified Acquisition Procedures. Report this code if the contract action is over \$25,000 and awarded as a purchase order or call against a Blanket Purchase Agreement (BPA) using the simplified acquisition procedures in FAR Part 13. Do not report in Code B commercial item purchases under the commercial item test program in FAR Subpart 13.65. Report those commercial item purchases using Code E.
- o Code C - Subject to Statute Other Than CICA. Report this code if specific legislation authorizes the agency to use procurement procedures not covered by the CICA statute. This code may be reported only if the agency authorizes the use of the code and notifies FPDC in advance that the code is authorized.
- o Code D - Pre-CICA. Report this code if the action resulted from a solicitation issued before April 1, 1985, irrespective of the award date. Modifications within the original scope of work of such awards and orders under Pre-CICA indefinite delivery type contracts are reported as Pre-CICA.

NOTE: In the case of a modification after April 1, 1985, for work outside the original scope of a Pre-CICA contract, CICA is applicable to the modification. These modifications shall be reported as code A.

- o Code E - Commercial Items Acquisition Under Test Program. Report Code E for an acquisition of commercial items exceeding the simplified acquisition threshold of \$100,000 but not over \$5 million when the simplified acquisition procedures in FAR Subpart 13.56 are used and the Clauses at 52.212 are included in the contract.

Item 26. SOLICITATION PROCEDURES

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report when Item 25 is coded A, otherwise leave blank. Codes A through K designate the solicitation procedures available to provide for full and open competition as set forth in FAR Subparts 6.1 and 6.2. Code L designates the solicitation procedure for contracting without providing for full and open competition. Modifications within the

scope of a contract and orders under requirements or definite quantity contracts shall be reported the same as the initial contract. Modifications outside the scope of the original contract shall be reported pursuant to the conditions applicable to that specific action. Orders under indefinite quantity contracts shall be reported the same as the initial contract when the conditions in FAR Subpart 6.001(e) are met. If these conditions are not met, the order shall be reported pursuant to the conditions applicable to that specific order. Orders under delivery order and task order IDIQ contracts awarded pursuant to FAR Subpart 16.5 shall be reported the same as the initial contract (FAR Subpart 6.001(f)). For orders under a basic ordering agreement and modifications thereto, report the solicitation procedure for the individual order and not the basic ordering agreement.

Report one of the following codes:

- o Code A - Full and Open Competition - sealed bid. Report this code if the action resulted from an award pursuant to FAR 6.102(a).
- o Code B - Full and Open Competition - competitive proposal. Report this code if the action resulted from an award pursuant to FAR 6.102(b).
- o Code C - Full and Open Competition - Combination. Report this code if the action resulted from an award pursuant to FAR 6.102(c).
- o Code D - Architect-Engineer. Report this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).
- o Code E - Basic Research. Report this code if the action resulted from competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).
- o Code F - Multiple Award Schedule. Report this code if the action is for the award of a multiple award schedule or an order against a multiple award schedule pursuant to FAR 6.102(d)(3) and the applicable provisions referenced thereunder.
- o Code G - Alternative Sources. Report this code if the action resulted from the use of procedures that provide for full and open competition after exclusion of sources:
 - To reduce overall costs pursuant to FAR 6.202(a)(1).
 - To have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2).
 - To establish or maintain an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3).
 - To ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4).
 - To satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5).
 - To satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).
- o Code H - Reserved.
- o Code J - Reserved.

- o Code K - Set-Aside. Report this code if the action resulted from use of procedures for set-asides pursuant to FAR 6.203 or 6.205. Also report this code for 8(a) contract awards or HUBZone set-aside awards that were competed pursuant to FAR 6.204 or 6.205. Report sole source 8(a) contract awards or sole source HUBZone awards pursuant to FAR 6.302-5(b)(4) or FAR 6.302-5(b)(6) under code L. ~~This includes actions with a JWOD Nonprofit Agency, i.e., Sheltered Workshop, that was made under set aside procedures in FAR 6.203. Also, report this code for 8(a) Contract Awards that were competed pursuant to FAR 6.204. Report sole source 8(a) Contract Awards pursuant to FAR 6.302-5(b)(4) under code L.~~

Use codes D through G, if applicable, rather than code K. In such cases, report the set-aside information in Item ~~32~~33A, Item 33B, or Item 33C.

- o Code L - Other Than Full and Open Competition. Report this code if the action resulted from use of other than full and open competition pursuant to FAR 6.301. When code L is used, an entry is required in Item 27. Actions pursuant to the SBA 8(a) Contract Award Program or HUBZone awards that are sole source, shall be coded L in Item 26 and M in Item 27. Competed 8(a) Contract Awards or HUBZone set-aside awards shall be reported as code K.

Item 27. AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION
--

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Explanations of the authorities are set forth in FAR 6.302.

Report one of the following codes only when the response to Item 26 (Solicitation Procedures) is "L":

- o Code A - Unique Source. Report this code if the action was justified pursuant to FAR 6.302-1(b)(1).
- o Code B - Follow-On Contract. Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii).
- o Code C - Unsolicited Research Proposal. Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(i).
- o Code D - Patent/Data Rights. Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).
- o Code E - Utilities. Report this code if the action was justified pursuant to FAR 6.302-1(b)(3).
- o Code F - Standardization. Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
- o Code G - Only One Source-Other. Report this code if the action was justified pursuant to FAR 6.302-1 in a situation other than the examples cited in codes A through F above.
- o Code H - Urgency. Report this code if the action was justified pursuant to FAR 6.302-2.
- o Code J - Mobilization, Essential R&D Capability, or Expert Services. Report this code if the action was justified pursuant to FAR 6.302-3(a) (2).
- o Code K - Reserved.
- o Code L - International Agreement. Report this code if the action was justified pursuant to FAR 6.302-4.

- o Code M - Authorized by Statute. Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(i). This includes actions pursuant to the SBA 8(a) Contract Award Program or HUBZone program that are sole source pursuant to FAR 6.302-5(b)(4) or 6.302-5(b)(6).
- o Code N - Authorized Resale. Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).
- o Code P - National Security. Report this code if the action was justified pursuant to FAR 6.302-6.
- o Code Q - Public Interest. Report this code if the action was justified pursuant to FAR 6.302-7.

Item 28. NUMBER OF OFFERS RECEIVED

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Must be completed if Item 25 = A or E.

Report the code that represents the range for the actual number of offers/bids received in response to the solicitation.

- o Code A 1
- o Code B 2-5
- o Code C 6-10
- o Code D 11-15
- o Code E 16-20
- o Code F 21-50
- o Code G Over 50

Item 29. EXTENT COMPETED

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report one of the following codes below when the conditions apply, or in accordance with agency instructions.

- o Code A - Competed Action. Report this code when any of the following conditions apply:
 - Competitive procedures were used to fulfill the requirement for full and open competition (reference FAR 6.1). Item 26 is coded A through F.
 - Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources or to set-aside a procurement for small business (reference FAR 6.2). Item 26 is coded G or K.
 - Full and open competition was provided for after exclusion of sources to compete 8(a) Contract Awards with an anticipated award price (including options) of \$5 million for manufacturing or \$3 million for other contract opportunities (reference FAR 6.204).
 - Statutory authorities for other than full and open competition were used (reference FAR 6.3), and more than one offer was received. Item 27 is coded A through D, E (telecommunications only), F through L, or P through Q and Item 28 is coded B through G.

NOTE: Any procurement authorized or required by statute to be awarded to a specified source, e.g., 8(a) Contract Awards that are sole source; brand name commercial products for authorized resale; or awards for utilities (except telecommunications) are excluded from code A and should be reported in code B.

- Contract action resulted from a contract awarded prior to CICA that used two-step formal advertising, other formal advertising, or was negotiated competitively.
- Simplified acquisition procedures were used and competition was obtained.
- o Code B - Not Available for Competition. Report this code when any of the following conditions apply to the award:
 - Awards for utilities (excluding long distance telecommunication services) where there is no opportunity for competition. Local telecommunication dial tone services should be reported as not available for competition. Item 27 is coded E or Item 19 is coded Y.
 - Brand named commercial products for authorized resale. Item 27 is coded N.
 - Procurements authorized or required by statute to be awarded to a designated source. Item 27 is coded M.
 - Sole Source 8(a) Contract Awards pursuant to FAR 6.302.5(b)(4). Item 26 is coded L, Item 27 is coded M and Item 32 is coded B.
 - Other contract actions where the agency has determined that there is no opportunity for competition.

NOTE: Reports of actions not available for competition prepared by the FPDC will also include actions reported in Item 18; i.e., contracts for foreign government or international organization.

- o Code C - Follow-On to Competed Action. Report this code when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions. (See Appendix B for definition of "Follow-On Contract".)
- o Code D - Not Competed. Report this code when codes A, B, or C do not apply.

Item 30. TYPE OF CONTRACTOR

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the appropriate code below based on the size, type, and location of the contractor:

- o Code A - Small Disadvantaged Business. Report this code for an award to a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. This includes HUBZone small disadvantaged business concerns, Indian reservations, and all 8(a) concerns. Excluded are minority-owned large business concerns (use code C, Large Business).

~~**NOTE:** This includes all 8(a) concerns, but excludes minority-owned large business concerns (use code C, Large Business).~~

- o Code B - Other Small Business. Report this code for an award to a small business concern (including an individual) as defined in FAR 19.001 when code A does not apply. This includes HUBZone small business concerns.
- o Code C - Large Business. Report this code for an award to a concern (defined in FAR 19.001) that is not a small business concern or an individual.
- o Code D - JWOD Nonprofit Agency. Report this code for an award to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) as defined in FAR 8.7 which implements the Javits-Wagner-O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.
- o Code E - ~~Nonprofit Educational Institution Organization.~~ Report this code for an award to any educational institution, including but not limited to, universities, colleges, schools, or other organizations of learning. This excludes Historically Black Colleges and Universities/Minority Institutions which shall be reported as code U, and entities outside the US and its outlying areas which shall be reported as code L. ~~that is neither organized for profit nor owned by a state or local government.~~
- o Code F - ~~Nonprofit Hospital.~~ Report this code for an award to any medical organization, including but not limited to, hospitals, medical centers, clinics, and laboratories. This includes all hospitals regardless of ownership. ~~that is neither organized for profit nor owned by a state or local government.~~
- o Code G - ~~Other Nonprofit Organization.~~ Report this code for an award to any other organization that is neither organized for profit nor owned by a state or local government, including but not limited to, nonprofit research organizations. This excludes educational institutions and hospitals. ~~research organizations.~~
- o Code H - ~~State/Local Government Educational.~~ Report this code for an award to state or local government, excluding educational institutions or hospitals. ~~an educational organization that is owned by a state or local government.~~
- o Code J - Reserved. ~~State/Local Government Hospital.~~ Report this code for an award to a hospital ~~that is owned by a state or local government.~~
- o Code K - Reserved. ~~Other State/Local Government.~~ Report this code for an award to any other organization which is part of a state or local government, including research organizations ~~which are part of a state or local government.~~
- o Code L - Foreign Contractor. Report this code for an award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof).
- o Code M - Domestic Contractor Performing Outside U.S. Report this code for an award to a source inside the U.S. and its outlying areas, but where the principal place of performance will be outside the U.S. and its outlying areas.
- o Code U - Historically Black Colleges and Universities/Minority Institutions (HBCU/MI). Report this code for an award to an educational institution classified as an HBCU or MI. (See Appendix B for definition of HBCU and MI educational institutions and Appendix F for a listing of these institutions.)

Item 31. WOMEN-OWNED BUSINESS

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the appropriate code below based on the contractor's certification:

- ☐ Code Y - Yes. Report this code if the award is to a women-owned business, as defined in FAR ~~Subparts 52.204-5, or 52.212-3(c), and 52.219-1.~~ (See Appendix B for definition of women-owned business and women-owned small business.)
- ☐ Code N - No. Report this code if the award is not to a women-owned business, or if the contractor did not provide certification.

Item 32. ~~PREFERENCE PROGRAM~~ HUBZONE SMALL BUSINESS CONCERN

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

~~Report the code that represents the preference program used in making the award. Report code H if no preference program applies or the preference program is not otherwise listed.~~

- ☐ **Code AY** - Yes. Report this code if the award is to a HUBZone small business concern. See FAR 19.001 for definition of HUBZone small business concern.

~~Directed to JWOD Nonprofit Agency. Report this code for an award to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) pursuant to FAR 8.7 for an item(s) on the Procurement List. FAR 8.7 implements the Javits-Wagner O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.~~

- ☐ **Code NB** - No. Report this code if the award is not to a HUBZone small business concern.~~8(a) Contract Award. Report this code for actions with the Small Business Administration pursuant to FAR 19.8.~~

~~☐ Code C - Reserved.~~

~~☐ Code D - Small Business Set Aside. Report this code for a small business set aside (including Small Business Innovation Research (SBIR)) or a partial small business set aside made pursuant to FAR 13.105, 19.502-2, or 19.502-3.~~

~~☐ Code E - Reserved.~~

~~☐ Code F - Reserved.~~

~~☐ Code G - Buy Indian/Self-Determination Act. Report this code if applicable. This code is authorized for use only by the Department of Interior and the Department of Health and Human Services (Indian Health Service).~~

~~☐ Code H - No Preference Program or Not Listed. Report this code if the award is not made pursuant to a preference program, or the preference program is not listed.~~

~~☐ Code J - Small Disadvantaged Business Set Aside. Report this code for a small disadvantaged business set aside award made pursuant to FAR Part 19.~~

Item 33A. HUBZONE PROGRAM

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- o Code A - HUBZone Sole Source. Report this code if the award was made through noncompetitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.
- o Code B - HUBZone Set-Aside. Report this code if the award was made to a HUBZone small business concern after being competed among only HUBZone small business concerns. See FAR 19.1305.
- o Code C - HUBZone Price Evaluation Preference Award. Report this code if the award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference. See FAR 19.307.
- o Code D - Combined HUBZone Preference/Small Disadvantaged Business Price Adjustment. Report this code if the award was made through full and open competition after the application of both the HUBZone Price Evaluation Preference and the Small Disadvantaged Business Price Evaluation Adjustment.
- o Code E - Not applicable. Report this code if no HUBZone preference program was used.

Item 33B. SMALL DISADVANTAGED BUSINESS PROGRAMS
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- o Code A - 8(a) Contract Award. Report this code for actions with the Small Business Administration pursuant to FAR 19.8, or directly with an 8(a) contractor pursuant to a memorandum of understanding between the SBA and the reporting agency.
- o Code B - 8(a) with HUBZone Priority. Report this code when the primary preference program was 8(a) and priority was given to the 8(a) concern that was also a HUBZone small business concern. See FAR 19.800(d).
- o Code C - SDB Set-Aside. Report this code for a small disadvantaged business award made pursuant to FAR 19.
- o Code D - SDB Price Evaluation Adjustment. Report this code for an award made to a small disadvantaged business as a result of the application of a price evaluation adjustment pursuant to FAR 19.11.
- o Code E - SDB Participation Program. Report this code for an award made as a result of the application of the solicitation's evaluation factor or subfactor for the participation of SDB concerns in performance of the contract pursuant to FAR 19.12.

NOTE: The award may be made to other than SDB concerns.

- o Code F - Not Applicable. Report this code if no SDB program was used.

Item 33C. OTHER PREFERENCE PROGRAMS
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- o Code A - Directed to JWOD Nonprofit Agency. Report this code for an award directed to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) pursuant to FAR 8.7 for an item(s) on the Procurement List. FAR 8.7 implements the Javits-Wagner-O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.
- o Code B - Small Business Set-Aside. Report this code for a small business set-aside (including Small Business Innovation Research (SBIR)) or a partial small business set-aside made pursuant to FAR 19.502-2 or 19.502-3.
- o Code C - Buy Indian/Self Determination. Report this code if applicable. This code is authorized for use only by the Department of Interior and the Department of Health and Human Services (Indian Health Service).
- o Code D - No Preference Program or Not Listed. Report this code if the award is not made pursuant to a preference program, or the preference program is not listed above or in Item 33A or Item 33B.
- o Code E - Very Small Business Set-Aside. Report this code if the acquisition is between \$2,500 and \$50,000 and was awarded to a very small business concern as a result of using set-aside procedures under the very small business pilot program set forth in FAR 19.9

Item 33D. HUBZONE PRICE EVALUATION PREFERENCE PERCENT DIFFERENCE

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

If a price evaluation preference was used and resulted in an award to a HUBZone small business concern, report the percent difference between the award price and the lowest priced offer from a responsive, responsible non-small business. Calculate the percentage by dividing the difference (award price minus the lowest priced large business) by the lowest priced offer from a non-small business. If price evaluation preference was not used or not necessary, report 00. Report whole percents, i.e., 5.2 shall be reported as 05; 5.8 shall be reported as 06. However, any percent between 00.1 and 1 shall be reported as 01, i.e., 0.2 shall be reported as 01.

Item 33E. SMALL DISADVANTAGED BUSINESS PRICE EVALUATION ADJUSTMENT PERCENT DIFFERENCE

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

If award was made to a small disadvantaged business as a result of a price evaluation adjustment, report the percent difference between the award price and the lowest priced offer from a responsive, responsible non-SDB, or an SDB that waives the price evaluation adjustment. Calculate the percentage by dividing the difference (award price minus the lowest priced offer from a non-SDB) by the lowest priced offer from a non-SDB business. If price evaluation adjustment was not used or not necessary, report 00. Report whole percents, i.e., 5.2 shall be reported as 05; 5.8 shall be reported as 06. If the small disadvantaged business also received a HUBZone price evaluation preference, report the HUBZone price evaluation preference in Item 33D and the small disadvantaged business price evaluation adjustment premium in Item 33E. However, any percent between 00.1 and 1 shall be reported as 01; i.e., 0.2 shall be reported as 01.

Item 334. SUBCONTRACTING PLAN (Small, Small Disadvantaged, and Women-Owned Small Business)

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

These codes pertain to the subcontracting plan for the contract as a whole rather than the reported contract action.

- o Code A - Required. Report this code if the contract contains such a plan. (See FAR 19.702(a).)
- o Code B - Not Required. Report this code if the contract does not contain such a plan.

Item 345. SUBJECT TO LABOR STATUTES

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the code that represents the predominance of the dollars obligated or deobligated for the contract/action.

- o Code A - Walsh-Healey Act.
- o Code B - Reserved.
- o Code C - Service Contract Act.
- o Code D - Davis-Bacon Act.
- o Code E - Not subject to Walsh-Healey, Service Contract or Davis-Bacon Acts.

Item 356. ESTIMATED CONTRACT COMPLETION DATE

Leave blank if Item 9 is coded Z- (GSA, VA, or OPM).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the estimated contract completion date based on the delivery schedule in the contract. If the initial contract contains options, report the estimated contract completion date for the initial contract award. When the options are exercised, report the change in the completion date with the contract action that obligates the funds

for the option year. If the contract is incrementally funded, report the completion date for the entire contract period.

Item 367. CONTRACTOR'S TIN

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the taxpayer identification number (TIN) for the contractor receiving the award. For awards under the 8(a) Contract Award Program, report the TIN of the performing contractor, not the Small Business Administration.

Contractor TIN is required for all contract actions except the following:

- Any contract with a contractor who, in making the agreement, is acting in his or her capacity as an employee of a Federal executive agency (e.g. any contract of employment under which the employee is paid wages subject to income tax withholdings);
- Any contract with a foreign government (or any agency or instrumentality thereof);
- Any contract with a state or local governmental unit (or any agency or instrumentality thereof); or
- Any contract with a person who is not required to have a TIN, such as a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal or paying agent in the U.S.

Item 378. COMMON PARENT'S NAME

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the name of the common parent of the affiliated group if the contractor receiving the award is a member of an affiliated group of corporations that files its Federal income tax returns on a consolidated basis. Leave blank if not applicable.

Item 389. COMMON PARENT'S TIN

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Required if Item 37 is completed; otherwise, leave blank.

Report the taxpayer identification number (TIN) of the common parent of the affiliated group if the contractor receiving the award is a member of an affiliated group of corporations that files its Federal income tax returns on a consolidated basis.

Item 3940. RESERVED FOR FPDS

This item is reserved.

Item 401. RESERVED FOR FPDS

This item is reserved.

Item 41. RESERVED FOR FPDS

~~This item is reserved.~~

Item 42. DEMONSTRATION ~~TEST~~ PROGRAM

Non-participating agencies leave Items 42 through 45 blank.

Leave blank if Item 9 is coded Z (GSA, VA, or OPM).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Participating agencies (See Appendix B) under the Small Business Competitiveness Demonstration Program, established by the Small Business Competitiveness Demonstration Program Act of 1988 (Title VII, ~~P.L.~~ PL 100-656), shall complete Items 42 - 45 in accordance with the following instructions. The Demonstration Program does not apply to contract actions under the Federal Schedule Program.

~~All other agencies, leave Items 42 - 45 blank.~~

- ☐ Code Y - Yes
- ☐ Code N - No

Report code Y for any contract action awarded to U.S. business concerns as a result of a solicitation issued on or after January 1, 1989 under the Demonstration ~~Test~~ Program for the four designated industry groups or the ten targeted industry categories. This includes small purchases, modifications to contracts resulting from the above solicitations, or delivery orders. See Appendix B for definitions of designated industry groups and targeted industry categories.

Otherwise, report code N.

Item 43. EMERGING SMALL BUSINESS

Leave blank if Item 9 is coded Z (GSA, VA, or OPM).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- ☐ Code Y - Yes
- ☐ Code N - No

Complete only if the contract action is for one of the four designated industry groups and Item 42 is coded Y.

Report code Y if the contractor represents that it is an emerging small business concern. See Appendix B for definition of emerging small business concern.

Otherwise, report code N.

Item 44. EMERGING SMALL BUSINESS RESERVE AWARD

Leave blank if Item 9 is coded Z (GSA, VA, or OPM).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- o Code Y - Yes
- o Code N - No

Complete only if Item 43 is coded Y.

Report code Y if the contract action (including modifications) resulted from an award that was reserved for emerging small business concerns. However, contract actions that are modifications within the scope of work of contracts above the emerging small business reserve threshold shall not be reported as emerging small business reserve award. Follow-on awards, limited to one source, shall be coded N. See Appendix B for definition of emerging small business reserve award.

Otherwise, report code N.

Item 45. SIZE OF SMALL BUSINESS

Leave blank if Item 9 is coded Z (GSA, VA, or OPM).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Number of Employees	or	Average Annual Gross Revenue
o Code A - 50 or less		o Code M - \$1,000,000 or less
o Code B - 51 -100		o Code N - \$1,000,001 - \$2,000,000
o Code C - 101 - 250		o Code P - \$2,000,001 - \$3,500,000
o Code D - 251 - 500		o Code R - \$3,500,001 - \$5,000,000
o Code E - 501 - 750		o Code S - \$5,000,001 - \$10,000,000
o Code F - 751 - 1,000		o Code T - \$10,000,001 - \$17,000,000
o Code G - Over 1,000		o Code Z - Over \$17,000,000

Complete only if Item 42 is coded Y and the award is to a small business concern.

Report the code that corresponds to the range of the number of employees or the range of the average annual gross revenue for the small business contractor receiving the award as represented by the contractor in response to the solicitation.

Item 46. RESERVED FOR FPDS

This item is reserved.

Item 47. OPTIONAL REPORTED DATA ELEMENTS

This item may be used for agencies to report unique data that the FPDC uses for informational requests. Agencies must notify OFPP of any data, other than that set forth below, to be reported on an optional basis. Agencies must contact the FPDC for codes and tape positions to use when reporting optional data elements. Examples include:

1. DOD Claimant Program Code.
2. DOD System or Equipment Code.
3. NASA - number of multiple procurement actions per transaction.
4. Ethnic Group for Small Disadvantaged Business Concerns

Data on ethnic group shall be reported for DOD only. Report one of the codes below if the contract action is awarded to a small disadvantaged business concern.

- ☐ Code A - Subcontinent Asian (Asian-Indian) American
- ☐ Code B - Asian Pacific American
- ☐ Code C - Black American
- ☐ Code D - Hispanic American
- ☐ Code E - Native American
- ☐ Code F - Other SDB (certified/determined by SBA)
- ☐ Code Z - No Representation

Item 48. FOR AGENCY INTERNAL USE

This item is reserved for agencies to collect data for their own internal use. This data need not be reported to FPDS.

C.3 UNIQUE REPORTING REQUIREMENTS

a. Reporting Orders under Indefinite Delivery Contracts (except Federal Schedule Contracts) and Basic Ordering Agreements.

Indefinite delivery contracts (including task order and delivery order contracts) and basic ordering agreements are not reportable to FPDS since the obligations/deobligations are reported on the orders. [See Code C in Item 9 (Kind of Contract Action), for additional guidance.] Procuring agencies are required to provide authorized ordering agencies the necessary data to report a complete ICAR for orders against indefinite delivery contracts (including task and delivery order contracts) and basic ordering agreements.

b. Reporting Federal Schedule Contracts.

The General Services Administration (GSA), the Department of Veterans Affairs (VA), and the Office of Personnel Management (OPM) shall report required data to establish the federal schedule contracts in the FPDS not later than 30 days following the end of the month in which the schedule was awarded. The data items that must be reported by GSA, VA, and OPM to load the federal schedule contracts into the federal schedules contract file are shown in column 2 of the following chart entitled "Processing Orders Under Federal Schedule Contracts". This will permit special processing by the FPDC prior to reporting of the orders by the ordering agency during the normal submission schedule in Part II.A.2.

c. Reporting orders against Federal Schedule Contracts.

When an order against a federal schedule contract is reported, the ordering agency shall report the data items shown in column 3. The FPDS searches the federal schedules contract file for the schedule contract number. If the contract number is not found, the order report is rejected. If a match is found, the data items shown in column 4 are filled using the data in the federal schedules contract file. Those items and the items reported by the ordering agency (column 3) are placed in the ICAR file for the order.

If an ordering agency reports data shown in column 4, the data will be edited and matched against the federal schedules contract file data. If there is a discrepancy, the ordering agency will be notified by the FPDC. The ordering agency shall be responsible for reconciling the differences with GSA, VA, or OPM and have those agencies correct the federal schedule contract file. If the ordering agency report is in error, no action is required in the FPDS because the order report will contain the GSA, VA, or OPM federal schedule contract data.

PROCESSING ORDERS UNDER FEDERAL SCHEDULE CONTRACTS

	SF 279 Item Numbers (Column 1)	Required for Load Of Federal Schedule Contract (Column 2)	Agencies Report On Orders (Column 3)	Automated Fill Process (Column 4)
1.	Reporting Agency	X	X	
2.	Contract Number	X	X	
3.	Modification Number		*	
4.	Contracting Office Code #		X	
5.	Contracting Office	X	X	
6.	Action Date	X	X	
7.	Type of Entry	X	X	
8.	Report Period	X	X	
9.	Kind of Contract Action	X	X	
10.	Dollars		X	
11.	Type of Obligation		X	
12.	Principal Product or Service	X	X	
13.	Principal SIC Code	X		X
14.	Commercial Item Acquisition	X		X
15.	Contractor Name	X	X	
16.	Contractor Identification Number	X	X	
17.	Place of Performance		X	
18.	Contract for Foreign Government or International Organization		X	
19.	Tariff or Regulated		X	
20.	Reserved Multi-Year Contract			
21.	<u>Bundling of Contract Requirements</u> Reserved Reserved	X		X
22.	Country of Manufacture		X	
23.	Synopsis Prior to Award	X		X
24.	Type of Contract	X		X
25.	CICA Applicable	X		X
26.	Solicitation Procedures	X		X
27.	Authority For Other Than F&O	X		X
28.	Number of Offers Received	X		X
29.	Extent Competed	X		X
30.	Type of Contractor	X		X
31.	Women-Owned Business	X		X
32.	<u>HUBZone Small Business Concern</u> Pref Program	X		X
33A.	<u>HUBZone Program</u>	X		X
33B.	<u>Small Disadvantaged Business Programs</u>	X		X
33C.	<u>Other Preference Program</u>	X		X
33D.	<u>HUBZone Price Evaluation Preference Percent Difference</u>	X		X
33E.	<u>Small Disadvantaged Business Price Evaluation Adjustment Percent Difference</u>	X		X

PROCESSING ORDERS UNDER FEDERAL SCHEDULE CONTRACTS

	SF 279 Item Numbers (Column 1)	Required for Load Of Federal Schedule Contract (Column 2)	Agencies Report On Orders (Column 3)	Automated Fill Process (Column 4)
<u>34.</u>	<u>Subcontracting Plan</u>	<u>X</u>		<u>X</u>
<u>35.</u>	<u>Statutory Requirements</u>	<u>X</u>		<u>X</u>
<u>36.</u>	<u>Estimated Contract Completion Date</u>	<u>X</u>	<u>X</u>	
<u>37.</u>	<u>Contractor's TIN</u>	<u>X**</u>		<u>X**</u>
<u>38.</u>	<u>Common Parent's Name</u>	<u>X**</u>		<u>X**</u>
<u>39.</u>	<u>Common Parent's TIN</u>	<u>X**</u>		<u>X**</u>

* Required for modifications to orders by the reporting agency only.

** See instructions and edits for Items 36, 37 and 38 to determine when they are required.

NOTE: Changes to Federal Schedules must be made by correcting records only.

d. Consolidated Reports (DOD Only)

- (1) Orders placed against indefinite delivery contracts awarded by the Defense Fuel Supply Center, the Defense General Supply Center (for petroleum and petroleum products), and the Military Sealift Command (for ocean transportation). The estimated value of the orders to be placed in each fiscal year against each contract is reported on a separate SF 279 in the appropriate fiscal year by the DOD central data collection point.
- (2) Air Mobility Command awards for international airlift services. These actions are reported by the DOD central data collection point at the end of each operating month by the issuance of one master SF 279 for each airlift contract.
- (3) Utilities vouchers processed by the U.S. Army Contracting Command, Europe (USACCE), for the purchase of utilities from municipalities, such as gas, electricity, water, sewage, steam, snow removal, and garbage collection. These actions are consolidated monthly and the cumulative dollar amount reported on a separate SF 279 by the DOD central data collection point.
- (4) Orders placed by Defense Commissary Agency for resale items in excess of \$25,000. Orders under each contract shall be consolidated monthly and cumulative dollar amounts reported by the DOD central data collection point on a single SF 279 for each contract.
- (5) Orders under communications service agreements for local dial tone services may be consolidated in accordance with DOD instructions.

e. Multiple Reporting (DOD Only)

A separate report is submitted for each part of a single action which involves:

- (1) More than one type of contract (such as cost-plus-incentive fee with cost-plus-award fee provisions) and the non-predominant portion exceed \$500,000.
- (2) Funds held in trust accounts for foreign governments or international organizations (including Foreign Military Sales) or procurements for foreign governments or international organizations regardless of the nature of the funds.
- (3) Multiple definitive actions with the same contract number (e.g. reporting unclassified information on classified contracts or actions under master ship repair agreements). Under such circumstances, DOD may report the DD350 number in Item 3 on the SF 279 to create a unique record for each contract action.

f. Telecommunications from Regulated Carriers

Contract actions for telecommunications from regulated carriers shall be reported. Contract actions may be aggregated by regulated carrier using one SF 279 for each carrier so long as the contract actions are reported within the fiscal year.

g. Reporting Purchases from UNICOR

Purchases from Federal Prison Industries, i.e., UNICOR, are considered intergovernmental transfers. Agencies shall report contract actions with UNICOR in accordance with the General Reporting Requirements in Part III.B of this Manual. Orders for UNICOR products from the GSA Stock Program are not reportable as these are purchases from GSA. Special reporting requirements are as follows:

(1) ICAR Reports (SF 279)

Report Items 1-17 when the contractor identification number (Item 16) represents UNICOR. All remaining SF 279 items must be blank.

(2) Summary Reports (SF 281)

Report total actions and net dollars in Part I, Column (e). Do not include in Part II.

(3) Contractor Identification Number for UNICOR

The following contractor identification number will be used for reporting in the FPDS contract actions with Federal Prison Industries, i.e., UNICOR: 626627459.

C.4 SF 279 EDIT SPECIFICATIONS

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
1.	Reporting Agency	4	Must not be blank. Must be on table of agency/subagency file (FIPS 95).
2.	Contract Number	15	Must not be blank. Must not be all zeros. Must be left justified. <u>Cannot be reported more than once by the same agency when Item 9 equals C or D.</u> Must be alpha and numeric only (no embedded spaces or special characters). If Item 9 is coded G, then contract number must be on the federal schedules contract file. If Item 9 is coded G, then Item 2 must begin with "GS", "V", or "OPM". If Item 9 is coded G, Item 2 begins with "GS", the fifth position must be "F" or "K". If Item 9 is coded G and Item 2 begins with "GS", and "F" is in the fifth position, then the contract number must have 10 digits, and the tenth position must be an alpha character. If Item 9 is coded G, Item 2 begins with "GS", and "K" is in the fifth position, then the contract number must have 14 digits, and the 10th digit must be "S". If Item 9 is coded G and Item 2 begins with "GS", the third and fourth positions must be numeric. If Item 9 is coded G and Item 2 begins with "GS", the contract number must not contain alpha "O".
3.	Modification Number	4	Must not be blank if Item 9 is H, J or K. Must be blank if Item 9 is A, C, or D. Must be left justified. Must not include embedded spaces or special characters. May be blank or have entry if Item 9 is coded B, E, F, G, L, or Z. For DOD, may have an entry if Item 9 is coded A, C, or D. (See Section C.3d.)

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
4.	Contracting Office Order Number	15	Must have entry if Item 9 is E, F, G, or L. Must be blank if Item 9 is A, B, C, D, or Z. Must be left justified. Must not include embedded spaces or special characters.
5.	Contracting Office	5	Must be 5 characters. Must be on agency Contracting Office table for agency code in Item 1.
6.	Action Date (YY <u>CC</u> YYMM)	6	Must be numeric. Cannot be greater than current quarter and year. Month must be 01 through 12. Year cannot be less than 5 years from the current fiscal year.
7.	Type of Data Entry	1	Must be A, B, or C only. If A, must not have duplicate key items. If B or C, must match key on ICAR master file.
8.	Report Period (YY <u>CC</u> YYQ)	5	Must be numeric. Cannot be greater than current quarter and year. FY cannot be less than 5 years from the current FY. Q must be 1, 2, 3, or 4.
9.	Kind of Contract Action	1	Must have valid code. If equal D, Item 25 must equal B, E, or blank.
10.	Dollars Obligated or Deobligated this Action	8	Must be numeric, or must be blank if Item 9 equals Z. Must be right justified.
11.	Type of Obligation	1	Must be A or B, or must be blank if Item 9 equals Z. If B, Item 2 must match ICAR on ICAR master file.
12.	Principal Product or Service	4	Must be valid code from PSC table, or must be blank if Item 9 equals Z. If Item 12 equals A---, Item 9 cannot be G.

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
13.	Principal Standard Industrial Classification Code	4	Must be valid code from SIC table. May be blank if Item 9 equals G.
14.	Commercial Item Acquisition	74 1	Must be Y or N, or may be blank if Item 9 equals G. <u>Must be Y if Item 25 equals E.</u> If equal Y and Item 18 = N, then Item 24 must equal J or K. If equal Y and Item 18 = Y, then Item 24 must be blank.
15.	Contractor Name	30	Must not be blank. Must be left justified.
16.	Contractor Identification Number (DUNS)	9	Must be nine (9) character numeric. Must not be blank. Must pass check digit routine. (See Appendix E). <u>Must not be on the invalid table of the Contractor Information File (CIF).</u>
17.	Principal Place of Performance	9	State and US outlying area codes must be valid codes from FIPS 55-3 unless foreign country has valid entry. City code must have valid code from FIPS 55-3 if there is valid state code. If state equals 11, then city code must equal 50000. Country must be blank unless State code is blank, then must have valid entry from FIPS 10-3. Must be blank if Item 9 equals Z.
18.	Contract for Foreign Government or International Organization	1	Must be Y or N, or must be blank if Item 9 equals Z. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
19	Tariff or Regulated (Pre-CICA)	1	Must be Y, N, or blank. If Y or N, then Item 25 must equal D. Must be blank if Item 9 equals Z. Must be blank if Item 18 equals Y. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR .

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
20.	Multi-Year Contract <u>Reserved for FPDS</u>	1	Must be blank (Reserved). Must be Y or N or must be blank if Item 18 equals Y. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
21.	Reserved for FPDS <u>(Reserved) Bundling of Contract Requirements</u>	2 1	Must be blank (Reserved). Must be Y or N or blank if Item 18 equals Y. <u>May be blank if Item 9 equals G.</u> <u>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</u>
22.	Country of Manufacture	2	Must be valid code from FIPS 10-3, or must be blank if Item 9 equals Z or if Item 18 equals Y. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
23	Synopsis of Procurement Prior to Award	1	Must be A, B, or C; or must be blank if Item 18 equals Y. If equal B and Item 25 equal A, then Item 27 must be coded H. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
24.	Type of Contract or Modification	1	Must have valid code or must be blank if Item 18 equals Y. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
25.	CICA Applicability	1	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If equal A, then Item 6 must be greater than March 1985.</p> <p>If equal B, then Item 9 must be D, H, J, or K.</p> <p>If equal B, C, or D, then Items 26, 27, and 28 must be blank.</p> <p>If equal B, then Item 33 must be B and Item 4 must be blank.</p> <p>If equal E, then Items 26 and 27 must be blank.</p> <p>If equal E, then Item 28 must have a valid entry <u>and Item 14 must equal Y.</u></p> <p>If equal E, then Item 33 must be A or B.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
26.	Solicitation Procedures	1	<p>Must have valid code if Item 25 equals A or must be blank if Item 25 is coded B, C, D, or E.</p> <p>Must be blank if Item 18 equals Y.</p> <p>If equal A-K, then Item 27 must be blank and Item 29 must be A.</p> <p><u>If equal A through G, then Item 33A must be C, D, or E.</u></p> <p><u>If equal A through G, then Item 33B must be D, E, or F.</u></p> <p>If equal E, then Item 12 must be A---.</p> <p>If equal D, then Item 12 must be a valid service code.</p> <p><u>If equal K, then Item 30 must be A or B.</u></p> <p>If equal L, then Item 27 must have valid entry and not be blank.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
27.	Authority for Other Than Full and Open Competition	1	<p>Must be blank unless Item 26 equals L, then must have valid code from table.</p> <p>If equal N, then Item 29 must equal B.</p> <p>If equal C, PSC must begin with "A".</p> <p>Must be blank if Item 25 is coded B, C, D, or E.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
28.	Number of Offers Received	1	<p>Must be a valid code or blank.</p> <p>Must be blank if Item 25 is coded B, C, or D.</p> <p>Must have a valid entry if item 25 equals <u>A</u> or E.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
29.	Extent Competed	1	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
30.	Type of Contractor	1	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If equal to M, then Item 17 must be foreign except when Item 9 equals G.</p> <p>If equal U, then Item 16 must be a valid code from the HBCU/MI table.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
31.	Women-Owned Business	1	<p>Must be Y or N; or must be blank if Item 18 equals Y.</p> <p>If equal Y, then Item 30 must be A, B, or C.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
32.	Preference Program <u>HUBZone Small Business Concern</u>	1	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If equal A, then Item 30 must be D.</p> <p>If equal B, then Item 29 must equal A or B and Item 30 must be A.</p> <p>If equal D, then Item 30 must be A, B, or D.</p> <p>If equal J, Item 30 must be A.</p> <p>If equal Y, then Item 30 must be A or B.</p> <p>If equal N, then Item 33A must be E.</p> <p>If equal N, then Item 33B must not be B.</p> <p>Must be Y or N or blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
<u>33A</u>	<u>HUBZone Program</u>	<u>1</u>	<p><u>If equal A, then Item 25 must be A, Item 26 must be L and Item 27 must be M.</u></p> <p><u>If equal C, then Item 33D must be greater than 00.</u></p> <p><u>If equal D, then Item 32 must be Y, Item 33B must be D, Item 33D must be greater than 00, and Item 33E must be greater than 00.</u></p> <p><u>If equal A or B, then Item 30 must be A or B and Item 32 must be Y.</u></p> <p><u>Must be E if Item 18 equals Y.</u></p> <p><u>May be blank if Item 9 equals G.</u></p> <p><u>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</u></p>
<u>33B.</u>	<u>Small Disadvantaged Business Programs</u>	<u>1</u>	<p><u>If equal A or B, then Item 29 must be A or B.</u></p> <p><u>If equal B, then Item 32 must be Y.</u></p> <p><u>If equal D, then Item 33E must be greater than 00.</u></p> <p><u>If equal A, B, or C, then Item 30 must be A.</u></p> <p><u>Must be F if Item 18 equals Y.</u></p> <p><u>May be blank if Item 9 equals G.</u></p> <p><u>Must be blank if Item 16 is the DUNS which presents Federal Prison Industries, i.e., UNICOR.</u></p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
<u>33C.</u>	<u>Other Preference Programs</u>	<u>1</u>	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If equal A, then Item 30 must be D.</p> <p>If equal B, then Item 30 must be A or B.</p> <p>If equal C, then Item 30 must be A.</p> <p>If equal D, then Item 33A must be E and Item 33B must be F.</p> <p>If equal D, then Item 33D and Item 33E must be 00.</p> <p>If equal E, then Item 30 must be A or B.</p> <p>If equal E, Item 10 cannot be greater than \$50,000.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
<u>33D</u>	<u>HUBZone Price Evaluation</u> <u>Preference Percent</u> <u>Difference</u>	<u>2</u>	<p>If Item 33D has an entry, then Item 9 must be A, C, or D.</p> <p>Must be greater than 00 if Item 33A equals C or D.</p> <p>Must not be greater than 10.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
<u>33E.</u>	<u>Small Disadvantaged</u> <u>Business Price Evaluation</u> <u>Adjustment Percent</u> <u>Difference</u>	<u>2</u>	<p>If Item 33E has an entry, then Item 9 must be A, C, or D.</p> <p>Must be greater than 00 if Item 33A is D or Item 33B is D.</p> <p>Must not be greater than 10.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
34.	Subcontracting Plan	1	<p>Must be A or B; or must be blank if Item 18 equals Y. Must be B if Item 30 equals A or B. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
35.	Subject to Labor Statutes	1	<p>Must have valid code or must be blank if Item 18 equals Y. If A, C, or D, then Item 30 cannot equal L or M. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
36.	Estimated Contract Completion Date (YY CCYYMM)	6	<p>Must be numeric or may be blank if Item 367 is blank. Must be completed if Item 9 equals G. Month must be 01 through 12. Year must be four (4) digit numeric.</p> <p><u>Must be equal or greater than Item 6, except if Item 9 equals H, J, or K.</u> <u>Cannot be later than 25 years after the date in Item 6, except for leases (PSC X---) and utilities (PSC S---).</u> Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
367.	Contractor's TIN	9	<p>Must be nine (9) digit numeric code or blank. Must not include hyphens. Must not equal all 9's. Must not equal all zeros. May be blank if Item 30 equals H, J, K, or L. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
378.	Common Parent's Name	30	<p>Must be left justified. May be blank. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
389.	Common Parent's TIN	9	<p>Must be nine (9) digit numeric code or blank.</p> <p>Must not include hyphens.</p> <p>Must not equal all 9's.</p> <p>Must not equal all zeros.</p> <p>Must be blank if Item 378 is blank.</p> <p>Must not be blank if Item 378 is completed.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
40.	Reserved for FPDS	1	Must be blank (Reserved).
41.	Reserved for FPDS	51	Must be blank (Reserved).
42.	Demonstration Test Program	1	<p>Must be Y, N, or blank.</p> <p>Must be blank if Item 9 equals G or Z.</p> <p>Must be blank if Item 18 equals Y.</p> <p>If Y or N, must be a participating agency.</p> <p>If a participating agency, must be Y or N except when Item 9 equals G or Z.</p> <p>If equal Y, then Item 6 must be greater than or equal to 198901.</p> <p>If Y and Item 13 equals 15, 16, or 17 in first two positions, Item 12 must not be numeric in first position.</p> <p>If equal Y, Item 30 must be A, B, or C.</p> <p>If equal Y and Item 13 is coded 7389, 8711, 8712, or 8713 and Item 12 is equal C in first position or T002, T004, T008, T009, T014, or R404; Item 26 must be coded D.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
43.	Emerging Small Business	1	<p>Must be Y, N, or blank.</p> <p>Must be blank if Item 18 equals Y.</p> <p>If Y, Item 30 must be A or B.</p> <p>If Y or N, Item 42 must be Y.</p> <p>If N, Item 44 must be blank.</p> <p>If Y, Item 44 must be Y or N.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
44.	Emerging Small Business Reserve Award	1	Must be Y, N, or blank. Must be blank if Item 18 equals Y. If Y or N, Item 43 must be Y. If Y, Item 32 must be H. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
45.	Size of Small Business	1	Must be a valid code or blank. Must be blank if Item 18 equals Y. If Item 42 is coded Y and Item 30 is coded A or B, must have a valid code. Must be blank if Item 30 is not equal A or B. Must be blank if Item 42 is not equal Y. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
46.	Reserved for FPDS	10	Must be blank (Reserved).
47.	*Optional Reported Data Elements	100	No special characters. May be blank if Item 18 equals Y. May be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
48.	For Agency Internal Use		Not edited.

***Must be approved by OFPP and format agreed to by FPDC.**

C.5 INPUT SPECIFICATIONS

The FPDC will no longer accept hard copy reports. All data should be input via on-line, FTP (File Transfer Protocol), magnetic tape or diskette. If your agency does not have the resources available to input your reports, please notify the FPDC to make arrangements for the use of our facilities.

Individual Contract Action Reports and Summary Contract Action Reports may be submitted as follows:

1. **Magnetic Tape.** Tape reels shall have an external label identifying the contents as "FPDS Individual Contract Actions" along with the report period (quarter and fiscal year) and the name and mailing address of the office to which the reel is to be returned. Standard Form 277 must be enclosed with each tape reel. Standard ASCII formatted tapes are preferred, but standard EBCDIC formatted tapes may be accepted with prior agreement.

Standard ASCII. All data fields are character coded in ASCII. The record layout is as shown at Part III, C.6. Tapes are 9 track with recording densities of 1600 bpi or 6250 bpi, which comply with FIPS PUB 31 (ANSX3.22-1973), 25 (ANSX3.39-1973), or 50 (ANSX3.54-1976) respectively with respect to encoding techniques. Internal labels are IBM standard labels or may be omitted.

Standard EBCDIC. All data fields are character coded in EBCDIC. The record layout is shown at Part III, C.6. Tapes are 9 track with recording densities of 1600 bpi or 6250 bpi, which comply with FIPS PUB 31 (ANSX3.22-1973), 25 (ANSX3.39-1973) or 50 (ANSX3.54-1976) respectively with respect to encoding techniques. Internal labels are IBM standard labels or may be omitted.
2. **Floppy Disk.** There are no other standards for submitting data on floppy disk other than that mentioned in the Data Transmittal Memorandum instructions in Part III.A of this manual.
3. **FTP (File Transfer Protocol).** There are no other standards for submitting data on FTP other than that mentioned in the Data Transmittal Memorandum instructions in Part III.A of this manual. The FTP address is 159.142.126.6.
4. **On-Line Processing.** The FPDS On-Line System is available to all agencies for both initial submissions and error corrections. FPDS On-Line System documentation and training are available.
5. **Electronic Submission.** FPDS telecommunications requirements are as follows:
 - a. IBM compatible PC with modem or internet connection (FPDC will provide the required software);
 - b. or, internet connection with world wide web browser (any platform);
 - c. and, a mouse (with a DOS driver if on a PC but not running windows).

C.6 INPUT RECORD (SF 279)

ITEM #	DATA ELEMENTS	TYPE DATA	NUMBER OF CHARACTERS	RECORD POSITIONS
1.	Report Agency	AN	4	1-4
2.	Contract Number	AN	15	5-19
3.	Modification Number	AN	4	20-23
4.	Contracting Office Order Number	AN	15	24-38
5.	Contracting Office	AN	5	39-43
6.	Action Date (CCYYYYMM)	N	6	44-49
7.	Type of Data Entry	A	1	50
8.	Report Period (YYCCYYQ)	N	5	51-55
9.	Kind of Contract Action	A	1	56
10.	Dollars Obligated or Deobligated this Action	N	8	57-64
11.	Type of Obligation	A	1	65
12.	Principal Product or Service	AN	4	66-69
13.	Principal Standard Industrial Classification Code	N	4	70-73
14.	Commercial Item Acquisition	A	1	74
15.	Contractor Name	AN	30	75-104
16.	Contractor Identification Number	N	9	105-113
17.	Principal Place of Performance	N	7	114-120
	Or Foreign Country	A	2	121-122
18.	Contract for Foreign Government or Int'l Organization	A	1	123
19.	Tariff or Regulated (Pre -CICA)	A	1	124
20.	Multi-Year Contract <u>Reserved for FPDS</u>	A	1	125
21.	Reserved for FPDS <u>Bundling of Contract Requirements</u>		21	126-127 <u>126</u>
22.	Country of Manufacture	A	2	128-129 <u>127-128</u>
23.	Synopsis of Procurement Prior to Award	A	1	130 <u>129</u>
24.	Type of Contract or Modification	A	1	131 <u>130</u>
25.	CICA Applicability	A	1	132 <u>131</u>
26.	Solicitation Procedures	A	1	133 <u>132</u>

ITEM #	DATA ELEMENTS	TYPE DATA	NUMBER OF CHARACTERS	RECORD POSITIONS
27.	Authority for Other Than Full and Open Competition	A	1	134 3
28.	Number of Offers Received	A	1	135 4
29.	Extent Competed	A	1	136 5
30.	Type of Contractor	A	1	137 6
31.	Women-Owned Business	A	1	138 7
32.	Preference Program HUBZone Small Business Concern	A	1	139 8
33A.	HUBZone Program	A	1	139
33B	Small Disadvantaged Business Programs	A	1	140
33C	Other Preference Programs	A	1	141
33D	HUBZone Price Evaluation Preference Percent Difference	AN	2	141-143
33E.	Small Disadvantaged Business Price Evaluation Adjustment Percent Difference	AN	2	144-145
33 4 .	Subcontracting Plan	A	1	140 46
34 5 .	Subject to Labor Statutes	A	1	141 7
35 6 .	Estimated Contract Completion Date (YYCCYYMM)	N	6	142 8 -147 53
36 7 .	Contractor's TIN	N	9	148 54 -156 62
37 8 .	Common Parent's Name	AN	30	157 63 -186 92
38 9 .	Common Parent's TIN	N	9	187 93 -195 201
39 40 .	Reserved for FPDS		1	196 202 -199
40.	Reserved for FPDS		1	200
41.	Reserved for FPDS		81	201-205 203
42.	Demonstration Test Program	A	1	206 4
43.	Emerging Small Business	A	1	207 5
44.	Emerging Small Business Reserve Award	A	1	208 6
45.	Size of Small Business	A	1	209 7
46.	Reserved for FPDS		10	210 08 -219 7
47.	Optional Reported Data Elements	AN	*	220 18 -
48.	For Agency Internal Use			

*Must be approved by OFPP and format agreed to by FPDC.

D

SUMMARY CONTRACT ACTION REPORT

(\$25,000 or LESS)

(SF 281)

D

SUMMARY CONTRACT ACTION REPORT (\$25,000 OR LESS)
(INSERT)

D.2 INSTRUCTIONS FOR REPORTING ON THE SUMMARY CONTRACT ACTION REPORT (\$25,000 OR LESS)
--

a. Reporting Contract Actions and Dollar Amounts

- (1) Contract actions - Count as an action each contract, purchase order, call against a blanket purchase agreement, order against a basic ordering agreement, delivery order, or modification that obligates or deobligates funds during the report period.
- (2) Net dollar amounts - Net dollars are the net sum of obligated and deobligated dollars during the report period, rounded to the nearest thousand, and truncated to eliminate the zeros from the rounding. Examples include:
 - \$4,565,264.50 rounds to \$4,565,000 and shall be reported as 4565.
 - \$964,745.80 rounds to \$965,000 and shall be reported as 965.

b. Explanation of Lines and Columns

Column (a) is for the number of actions.

Column (f) in Part I and column (b) in Part II are the total net dollars for the number of actions in column (a) for the appropriate line.

Columns (b) through (e) in Part I break down the total in column (f) by type of business for lines 3 through 7 and lines 9 through 11 as follows: (NOTE: Line 8 does not add across because lines 1 and 2 are excluded from columns (b) through (e) but reported in column (f)).

Column (b) is for net dollars to small businesses. (See Part III, C.2, Item 30 for definition.)

Column (c) is for net dollars to large businesses. (See Part III, C.2, Item 30 for definition.)

Column (d) is for net dollars to both domestic contractors performing outside the United States and to foreign contractors. (See Part III, C.2, Item 30 for definition.)

Column (e) is for net dollars to any other entity which does not fall within the definitions of columns (b) through (d), and include state and local governments, educational institutions, non-profit or not-for-profit organizations, and Federal Prison Industries, i.e., UNICOR. (See Part III, C.2, Item 30 for definition.)

Column (f) is the sum of column (b) through (e) for lines 3 through 7. (NOTE: Line 8 and lines 9 through 11 do not add across because lines 1 and 2 are excluded from columns (b) through (e) but reported in column (f).)

All lines include both new awards and modifications, with the exception of Line 12 which is for modifications only.

The information items at the bottom of the report (name, signature, date submitted, and telephone number) are self-explanatory.

D.3. HEADING

A. REPORT PERIOD

Report the four (4) digits of the fiscal year and the single digit for the fiscal quarter (1,2,3, or 4) for which data were reported by the agency data collection point.

B. REPORT TYPE

Mark "original" if this is the original submission for a given quarter.

Mark "revision" if this is a change or deletion to a previously submitted report. The data on the revision form will replace all data from the previous submission.

C. REPORTING AGENCY CODE

Report the appropriate four (4) position agency and subagency identification code from FIPS PUB 95.

D. REPORTING AGENCY NAME

Self-explanatory

E. CONTRACTING OFFICE CODE

For agency use only

F. CONTRACTING OFFICE NAME

For agency use only

D.4. DETAILED LINE ITEM ENTRIES
--

PART I. PRIME CONTRACT ACTIONS OF \$25,000 OR LESS

Report actions and net dollars to Federal Prison Industries, i.e., UNICOR, in Part I only.

LINE 1 - TARIFF OR REGULATED ACQUISITIONS

Report the total actions and net dollars for tariff or regulated industry actions. (See Part III, C.2, Item 19 for definition.) Report Pre-CICA and Post-CICA contract actions.

NOTE: Do not report these actions and net dollars in lines 3 through 7 and in Part II.

LINE 2 - CONTRACT FOR FOREIGN GOVERNMENT OR INTERNATIONAL ORGANIZATION

Report the total actions and net dollars for contracts with a foreign government or international organization. (See Part III, C.2, Item 18 for definition)

NOTE: Do not report these actions and net dollars in lines 3 through 7 and in Part II.

LINE 3 - PURCHASES USING SIMPLIFIED ACQUISITION PROCEDURES (FAR PART 13)

Report the total actions and net dollars for purchases of \$25,000 or less (**including modifications to those purchases**) awarded pursuant to the simplified acquisition procedures in FAR Part 13, excluding imprest funds, SF 44 purchases, and government purchase card purchases. Micro-purchases awarded using simplified acquisition procedures, other than the use of the government purchase card, should be reported on this line. (See Appendix B for definition of Micro-Purchases.) Agencies may report contract actions exceeding \$25,000 in support of a contingency operation awarded pursuant to FAR Part 13 in line 3 if detailed information is not available.

LINE 4 - ORDERS - GSA SCHEDULES ONLY

Report the total actions and net dollars for orders placed under GSA federal schedule contracts.

LINE 5 - ORDERS - OTHER FEDERAL SCHEDULES

Report the total actions and net dollars for orders placed under federal schedule contracts other than those of GSA; e.g., Department of Veterans Affairs or the Office of Personnel Management.

LINE 6 - ALL OTHER ORDERS

Report the total actions and net dollars for orders placed under indefinite delivery contracts (other than federal schedule contracts) and basic ordering agreements.

LINE 7 - OTHER PROCUREMENT METHODS

Report the total actions and net dollars for any action reportable on the SF 281, and not falling into any of the categories in lines 1 through 6. This line includes 8(a) Contract Awards, JWOD Nonprofit Agency awards, and UNICOR awards.

LINE 8 - TOTAL NEW AWARDS AND MODIFICATIONS

Report the totals of lines 1 through 7 in this row.

LINE 9 - COMPETED

Report the portions of line 8 (total actions and net dollars) which were competitively awarded.

Competed actions include actions \$25,000 or less when any of the following conditions apply:

- Simplified acquisition procedures were used and competition was obtained.
- Competitive procedures were used to fulfill the requirement for full and open competition (reference FAR 6.1).
- Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources, to set-aside a procurement for small business or labor surplus area concerns, or to compete 8(a) Contract Awards (reference FAR 6.2).
- Statutory authorities for other than full and open competition were used (reference FAR 6.3), and more than one offer was received.

NOTE: Any procurement authorized or required by statute to be awarded to a specified source, e.g., 8(a) Contract Awards that are sole source; brand name commercial products for authorized resale; or awards for utilities (except telecommunications) are excluded from line 9 and should be reported under line 11.

- Contract action resulted from a contract awarded prior to CICA that used two-step formal advertising, other formal advertising, or was negotiated competitively.

LINE 10 - NOT COMPETED

Report the portions of line 8 (total actions and net dollars) which were not competitively awarded.

Contract actions that were not available for competition are to be reported in line 11.

LINE 11 - NOT AVAILABLE FOR COMPETITION

Report the portions of line 8 (total actions and net dollars) which were not available for competition. Actions \$25,000 or less are not available for competition when any of the following conditions apply:

- Awards for utilities (excluding long distance telecommunication services) where there is no opportunity for competition (Line 1). Local telecommunication dial tone services should be reported as not available for competition.
- Contract for foreign government or international organization. (Line 2)
- Brand name commercial products for authorized resale.
- Procurements authorized or required by statute to be awarded to a designated source.
- Sole source 8(a) Contract Awards, pursuant to FAR 6.3025(b)(4).
- Micro-purchase (FAR 13.101).
- Awards with Federal Prison Industries (UNICOR).
- Other contract actions where the agency has determined that there is no opportunity for competition.

LINE 12 - TOTAL MODIFICATIONS (EXCLUDING LINE 3)

Report the portions of line 8 (total actions and net dollars), excluding FAR Part 13 simplified acquisitions reported in line 3, which were modifications (not new awards).

PART II. SELECTED SOCIOECONOMIC STATISTICS

LINE 13 - SMALL BUSINESS SET-ASIDE

Report the total actions and net dollars for awards (including SBIR) made under the small business set-asides or partial small business set-asides awarded pursuant to FAR 13.105, 19.502-2, or 19.502-3.

LINE 14 - SMALL ~~DISADVANTAGED BUSINESS SET-ASIDE~~ CONCERNS

Report the total actions and net dollars to for awards made under the small disadvantaged business concerns as defined in set-aside program pursuant to FAR Part 19.001. This also includes awards to small disadvantaged business concerns, women-owned small business concerns, and HUBZone small business concerns.

LINE 15 - 8(A) CONTRACT AWARD

Report the total actions and net dollars for awards made under Section 8(a) of the Small Business Act pursuant to FAR 19.8.

LINE 16 - SMALL DISADVANTAGED BUSINESS SET-ASIDE

Report the total actions and net dollars for awards made under the ~~for awards to small business concerns as defined in FAR 19.001. This includes awards to small disadvantaged business set-aside program pursuant to FAR Part 19, concerns, and women-owned small business concerns.~~

LINE 17 - SMALL DISADVANTAGED BUSINESS CONCERNS

Report the total actions and net dollars ~~for awards made to~~ a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. Note that this includes all 8(a) concerns (which are reported under line 15 above) but excludes minority-owned large business concerns. This also includes HUBZone small disadvantaged business concerns and Indian reservations.

LINE 18 - ~~WOMEN-OWNED SMALL BUSINESS~~ HBCU/MI

Report the total actions and net dollars to historically black colleges and universities, or minority institutions. See Appendix B for definitions and Appendix F for a listing of these institutions. ~~for awards made to a women-owned small business as certified in response to FAR 52.219-13.~~

LINE 19 - ~~JWOD NONPROFIT AGENCY~~ HUBZONE PROGRAM

Report the total actions and net dollars under the HUBZone program pursuant to FAR 19.13. ~~for awards to a non-profit agency employing people who are blind or severely disabled (referred to as JWOD Participating Nonprofit Agency) as defined in FAR 8.7 which implements the Javits-Wagner-O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.~~

LINE 20 - ~~HBCU/MI~~ HUBZONE SMALL BUSINESS CONCERNS

Report the total actions and net dollars made to all HUBZone small business concerns. See FAR 19.001 for definition of HUBZone small business concern. ~~for awards to historically black colleges and universities, or minority institutions. See Appendix B for definitions and Appendix F for a listing of these institutions.~~

LINE 21 - WOMEN-OWNED SMALL BUSINESS CONCERNS

Report the total actions and net dollars to women-owned small business concerns as represented in response to FAR 52.219-1.

LINE 22 – JWOD NONPROFIT AGENCY

Report the total actions and net dollars to a non-profit agency employing people who are blind or severely disabled (referred to as JWOD Participating Nonprofit Agency as defined in FAR 8.7 which implements the Javits-Wagner-O'Day Act (JWOD)).

D.5 DELETING/CHANGING REPORTS

Submit a new SF 281 report completely filled out and marked "REVISED". All of the original input data will be eliminated and the "REVISED" data will replace it.

D.6 INPUT SPECIFICATIONS

Data submitted on-line only. Hard copies, magnetic tape, and punched card inputs are not acceptable.

D.7 SF 281 EDIT SPECIFICATIONS

A. Report Period	Report Period covered in submission to FPDC. FY = Fiscal Year - four (4) numeric digits. QTR = Quarter - one (1) numeric digit. Valid digits are 1,2,3,4. Example: 1st quarter of fiscal year 1998 = (FY) 1998 (QTR) 1.
B. Report Type	Must not be blank. If marked "revision", an original report must be on the SF 281 master file. If marked "original", a matching report must not be on the SF 281 master file.
C. Reporting Agency Code	Four (4) digit numeric agency code from FIPS PUB 95 (Code for Identification of Federal and Federally-Assisted Organizations).
D. Reporting Agency Name	Must be completed - used to verify reporting agency code.
E. Contracting Office Code	Not edited by FPDC, since each agency submits a summary report. For agency use only.
F. Contracting Office Name	Not edited by FPDC. For agency use only.

PART I and PART II

All data must be numeric or numeric with a leading minus sign, "-".

For each line, the total net dollars divided by the number of actions must be less than or equal to \$25,000.

PART 1. PRIME CONTRACT ACTIONS OF \$25,000 OR LESS**PROCUREMENT METHOD****NEW AWARDS AND MODIFICATIONS**

<u>LINE #</u>	<u>DATA ELEMENT</u>	<u>EDIT SPECIFICATIONS</u>
1	Tariff or Regulated Acquisitions	No additional edits are performed.
2	Contract for Foreign Government or International Organization	No additional edits are performed.
3	Purchases Using Simplified Acquisition Procedures (FAR Part 13)	The sum of column (b) through (e) must equal column (f).
4	Orders - GSA Schedules Only	The sum of column (b) through (e) must equal column (f).
5	Orders - Other Federal Schedules	The sum of column (b) through (e) must equal column (f).
6	All Other Orders	The sum of column (b) through (e) must equal column (f).
7	Other Procurement Methods	The sum of column (b) through (e) must equal column (f).
8	Total New Awards and Modifications	The sum of lines 1 through 7 in column (a) and (f) must be equal to line 8 in column (a) and (f) respectively. In addition, the sum of lines 3 through 7 in column (b) through (e) must be equal to line 8 in column (b) through (e) respectively. (Line 8 does not add across.)

COMPETITION

<u>LINE #</u>	<u>DATA ELEMENT</u>	<u>EDIT SPECIFICATIONS</u>
9	Competed	The sum of lines 9, 10 and 11, in column (a) through (f) must equal line 8, in column (a) through (f) respectively.
10	Not Competed	
11	Not Available for Competition	

NOTE: Actions and Dollars in lines 1 and 2, columns A and F must be added to line 11, columns A and F.

MODIFICATIONS

<u>LINE #</u>	<u>DATA ELEMENT</u>	<u>EDIT SPECIFICATIONS</u>
12	Total Modifications (Excluding Line 3)	Line 12 in column (a) and (f) must be less than or equal to line 8, in column (a) and (f) respectively.

PART II. SELECTED SOCIOECONOMIC STATISTICS

CATEGORY

PREFERENCE PROGRAMS

<u>LINE #</u>	<u>DATA ELEMENT</u>	<u>EDIT SPECIFICATIONS</u>
13	Small Business Set-Aside	The sum of lines 13 through 15, in columns (a) and (b), must be less than or equal to line 8, in columns (a) and (b) respectively. Line 13(a) must be less than or equal to line 8(a) and line 13(b) must be less than or equal to line 8(b). <u>Line 13(a) must be less than or equal to line 14(a) and line 13(b) must be less than or equal to line 14(b).</u>
14	Small Disadvantaged	The sum of lines 13 through 15,

Business ~~Set Aside~~ Concerns

~~in columns (a) and (b), must be less than or equal to line 8, in columns (a) and (b) respectively.~~

Line 14(a) must be less than or equal to line 8(a) and line 14(b) must be less than or equal to line 8(b).

<u>LINE #</u>	<u>DATA ELEMENT</u>	<u>EDIT SPECIFICATIONS</u>
15	8(a) Contract Award	<p>The sum of lines 13 through 15, in columns (a) and (b), must be less than or equal to line 8, in columns (a) and (b) respectively.</p> <p>Line 15(a) must be less than or equal to line 8(a) and 15(b) must be less than or equal to 8(b).</p> <p><u>Line 15(a) must be less than or equal to line 14(a) and line 15(b) must be less than or equal to line 14(b).</u></p> <p><u>Line 15(a) must be less than or equal to line 17(a) and line 15(b) must be less than or equal to line 17(b).</u></p>
16	Small Business Disadvantaged Business Set-Aside	<p>Line 16(a) must be less than or equal to line 8(a) and line 16(b) must be less than or equal to 8(b).</p> <p><u>Line 16(a) must be less than or equal to Line 14(a) and line 16(b) must be less than or equal to line 14(b).</u></p> <p><u>Line 16(a) must be less than or equal to line 17(a) and line 16(b) must be less than or equal to line 17(b).</u></p>
17	Small Disadvantaged Business <u>Concerns</u>	<p><u>The sum of lines 15, and 16 in column (a) and (b) must be less than or equal to line 17 in column (a) and (b), respectively</u></p> <p>Line 17(a) must be less than or equal to line 8(a) and line 17(b) must be less than or equal to line 8(b).</p> <p><u>Line 17(a) must be greater than or equal to line 16(a) and line 17(b) must be greater than or equal to line 16(b).</u></p> <p><u>Line 17(a) must be less than or equal to line 14(a) and line 17(b) must be less than or equal to line 14(b).</u></p>
18	Women-Owned	Line 18(a) must be less than or

~~Small Business~~ HBCU/MI

equal to line 8(a), and line 18(b)
must be less than or equal to
line 8(b).

<u>LINE #</u>	<u>DATA ELEMENT</u>	<u>EDIT SPECIFICATIONS</u>
19	JWOD Nonprofit Agency <u>HUBZone Program</u>	<p>Line 19(a) must be less than or equal to line 8(a) and line 19(b) must be less than or equal to line 8(b).</p> <p><u>Line 19(a) must be less than or equal to line 14(a) and line 19(b) must be less than or equal to line 14(b).</u></p> <p><u>Line 19(a) must be less than or equal to line 20(a) and line 19(b) must be less than or equal to line 20(b).</u></p>
20	HBCU/M <u>HUBZone Small Business Concern[†]</u>	<p>Line 20(a) must be less than or equal to line 8(a) and line 20(b) must be less than or equal to line 8(eb).</p> <p><u>Line 20(a) must be less than or equal to line 14(a) and line 20(b) must be less than or equal to line 14(b).</u></p>
<u>21</u>	<u>Women-Owned Small Business Concerns</u>	<p><u>Line 21(a) must be less than or equal to line 8(a) and line 21(b) must be less than or equal to line 8(b).</u></p> <p><u>Line 21(a) must be less than or equal to line 14(a) and line 21(b) must be less than or equal to line 14(b).</u></p>
<u>22</u>	<u>JWOD Nonprofit Agency</u>	<p><u>Line 22(a) must be less than or equal to line 8(a) and line 22(b) must be less than or equal to line 8(e).</u></p>

PART VII

SUMMARY SUBCONTRACT REPORT

INSERT REPORT FORMAT

PART VII

SUMMARY SUBCONTRACT REPORT

B. GENERAL INSTRUCTIONS

Reporting agencies shall provide summary information on the amount of subcontracting activity reported by prime contractors and subcontractors on the SF 295 (Summary Subcontract Report).

All dollars are to be reported in whole dollars, right-justified, with leading zeros.

The report is due to the Federal Procurement Data Center not later than March 1st for the previous fiscal year ending September 30th.

The report may be submitted by magnetic media, diskettes, FTP (File Transfer Protocol), or on-line. A separate report shall be submitted for each SF 295 received by the reporting agency.

**SUMMARY SUBCONTRACT REPORT
TRANSMITTAL MEMORANDUM**

GSA, Federal Procurement Data Center
7th & D Streets SW, Room 5652
Washington, DC 20407

Date _____

SUBJECT: Submission of Summary Subcontract Reports from _____
(Agency)

Attached are the annual Summary Subcontract Reports for _____
(Fiscal Year)

Check all applicable blocks:

- ☐ 1. Magnetic Tape (Reel Number _____).
(Include SF 277)
- ☐ 2. FTP (File Transfer Protocol) (Number of transactions _____).
- ☐ 3. Diskette (No. of disks _____).
- ☐ 4. Submitted On-Line (Number of transactions _____).
- ☐ 5. Total Number of Reports _____.
- ☐ 6. No reportable Summary Subcontract Reports this fiscal year.

(Signature of Agency Contact)

C. SUMMARY SUBCONTRACT REPORT TRANSMITTAL MEMORANDUM

A Summary Subcontract Report transmittal memorandum shall be sent with each submission. The memorandum shall contain the agency's official statistics of the number of Summary Subcontract Reports that are being submitted to the FPDC which will be used as a validation process to help ensure completeness and accuracy. The memorandum must contain the information prescribed on the preceding page and be completed in accordance with the following instructions.

INSTRUCTIONS FOR COMPLETING THE SUMMARY SUBCONTRACT REPORT TRANSMITTAL MEMORANDUM

1. When submitting the Summary Subcontract Reports on tape, the internal reel number and the SF 277 must be provided. (See Appendix C for sample of SF 277). Each tape must have an external label to include: agency, reporting period, internal tape number, and data set name (DSN) for labeled tapes.
2. When submitting the Summary Subcontract Reports via FTP (File Transfer Protocol), identify the number of transactions transferred.
3. When submitting the Summary Subcontract Reports on diskette, identify the number of transactions entered on the diskette. Data must be in ASCII format. Also include on the external label of the diskette, the agency name, document name, reporting period, and record length.
4. When submitting the Summary Subcontract Reports on-line, identify the number of transactions entered on-line.
5. When submitting Summary Subcontract Reports on magnetic tape, diskette, FTP, or on-line, the total number of Summary Subcontract Report records must be provided.
6. If your agency has no reportable transactions for this fiscal year, check this box.

D. DEFINITIONS

Reporting Organization - The corporation, company, or subdivision for which subcontracting data are being reported.

Federal Fiscal Year - The Federal fiscal year is from October 1 through September 30. Cumulative fiscal year dollars means the cumulative dollars reported on an SF 295 by the reporting organization for the Fiscal Year reported in Block 4 on the SF 295.

E. SPECIFIC INSTRUCTIONS

Item 1. REPORTING AGENCY

Report the appropriate four (4) digit agency identification code from FIPS PUB 95 (Code for the Identification of Federal and Federal Assisted Organizations). The four (4) digit code shall be the major agency code and not the subagency code (e.g. DOD - 9700, DOE - 8900, and NASA - 8000) unless prior approval is obtained from FPDC.

Item 2. REPORTING PERIOD

Report the four (4) digits that identify the Federal fiscal year of the period for which the report is submitted.

Item 3. TYPE OF PLAN

Report the applicable code. Report code A if this is a summary subcontract report that represents the reporting organization's subcontracting activity under an Individual Subcontracting Plan. Report code C if this is a summary subcontract report that represents the reporting organization's subcontracting activity under an approved Commercial Products Plan. (See special instructions in Items 9 and 10 on reporting dollars for subcontracting activity under a Commercial Products Plan.)

Item 4. TYPE OF REPORT

Report the applicable code. Report code 1 if this submission represents a regular subcontract report submitted by the reporting organization. Report code 2 if this submission represents the final report submitted by the reporting organization. Code 2 should be reported only if the reporting organization has indicated that it has completed all contracts containing subcontracting plans awarded by the agency to which it is reporting. Report code 3 if this submission represents a revision to a previously reported subcontract report.

Item 5. CONTRACTOR IDENTIFICATION NUMBER

Report the contractor identification number that identifies the prime contractor or subcontractor for which the subcontractor report is being submitted.

If the contractor identification number is not available, the number may be obtained by contacting Dun and Bradstreet, Inc. on 1-888-546-0024, or by Facsimile 1-610-882-7140.

Dun and Bradstreet will honor telephone requests for up to ten (10) contractor identification numbers per call. Requests for larger quantities should be mailed to: FPDC Department, Dun and Bradstreet Information Services, 899 Eaton Avenue, Bethlehem, PA 18025-0013.

Do not direct the request to any other Dun & Bradstreet office. The following information will be requested by Dun & Bradstreet at the time of the request; reporting agency name; requester's agency code; name and phone number of the individual making the request; and contractor establishment name, street address, city, state, zip code, and telephone number (if available).

Item 6. REPORT SUBMITTED AS

Report whether the reporting organization is reporting as a Federal prime contractor, subcontractor, or both.

Item 7. CORPORATION, COMPANY, OR SUBDIVISION

Report the name and address of the reporting organization (corporation, company, or subdivision) for which the subcontract data are being submitted.

Item 8. MAJOR PRODUCT OR SERVICE LINES

Report the major product or service lines of the reporting organization as submitted in Block 9 on the SF 295. Only include one product or service per line. Do not report standard industrial classification (SIC) or product and service (PSC) codes.

Item 9A. SUBCONTRACT AWARDS TO SMALL BUSINESS CONCERNS

Report the cumulative fiscal year dollars for subcontract awards to small business concerns (including subcontracts with small disadvantaged businesses and women-owned small businesses) made by the reporting organization as submitted in Block 10A on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in ~~Item~~ Block 8 on the SF 295. If applicable, include the reporting organization's subcontract awards to Historically Black Colleges and Universities (HBCUs), and Minority Institutions (MIs).

NOTE: REPORTING NUMBER OF AWARDS IS RESERVED PENDING FEDERAL ACQUISITION REGULATION (FAR) SF 295 CHANGE.

Item 9B. SUBCONTRACT AWARDS TO LARGE BUSINESS CONCERNS

Report the cumulative fiscal year dollars for subcontract awards to large business concerns made by the reporting organization as submitted in Block 10B on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in ~~Item~~ Block 8 on the SF 295. If applicable, exclude the reporting organization's subcontract awards to HBCUs and MIs.

NOTE: REPORTING NUMBER OF AWARDS IS RESERVED PENDING FEDERAL ACQUISITION REGULATION (FAR) SF 295 CHANGE.

Item 9C. TOTAL SUBCONTRACT AWARDS

Report the sum of Items 9A and 9B.

Item 10. SUBCONTRACT AWARDS TO SMALL DISADVANTAGED BUSINESS CONCERNS

Report the cumulative fiscal year dollars for subcontract awards to small disadvantaged business concerns (including women-owned small disadvantaged business concerns) made by the reporting organization as submitted in Block 11 on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in ~~Item~~ Block 8 on the SF 295. If applicable, include the reporting organization's subcontract awards to HBCUs and MIs. This amount is a subset of Item 9A.

NOTE: REPORTING NUMBER OF AWARDS IS RESERVED PENDING FEDERAL ACQUISITION REGULATION (FAR) SF 295 CHANGE.

Item 11. SUBCONTRACT AWARDS TO WOMEN-OWNED SMALL BUSINESS CONCERNS

Report the cumulative fiscal year dollars for subcontract awards to women-owned small business concerns (including women-owned small disadvantaged business concerns) made by the reporting organization as submitted in Block 12 on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in ~~Item~~ Block 8 on the SF 295. This amount is a subset of Item 9A.

NOTE: REPORTING NUMBER OF AWARDS IS RESERVED PENDING FEDERAL ACQUISITION REGULATION (FAR) SF 295 CHANGE.

Item 12. – SUBCONTRACT AWARDS TO HUBZONE SMALL BUSINESS CONCERNS

Report the cumulative fiscal year dollars for subcontract awards to HUBZone small business concerns, including HUBZone small disadvantaged business concerns, HUBZone women-owned small business concerns, and Indian reservation awards as submitted in Block 14 on the SF-295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in Block 8 on the SF 295. This amount is a subset of Item 9a.

Item 123. SUBCONTRACT AWARDS TO HISTORICALLY BLACK COLLEGES AND UNIVERSITIES/MINORITY INSTITUTIONS (IF APPLICABLE)

Report the cumulative fiscal year dollars for subcontract awards to HBCUs and MIs as submitted in Block ~~13~~4 on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in ~~Item~~ Block 8 on the SF 295. This amount is a subset of Item 10.

Item 134. ADMINISTERING OFFICER'S NAME

Report the name of the administering officer as provided by the reporting organization. Report the last name first. The administering officer is the reporting organization's official responsible for administering the subcontracting program.

Item 145. ADMINISTERING OFFICER'S TELEPHONE NUMBER

Report the area code and phone number of the administering officer as provided by the reporting organization. Do not include FTS or AUTOVON numbers.

F. SUMMARY SUBCONTRACT REPORT FORMAT EDIT SPECIFICATIONS

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
1.	Reporting Agency	4	Must not be blank. Must be on table of agency, subagency file (FIPS PUB 95). [Parent Agency Code]
2.	Reporting Period	4	Must be numeric. Cannot be greater than current year.
3.	Type of Plan	1	Must be A or C.
4.	Type of Report	1	Must be 1, 2, or 3.
5.	Contractor Identification Number	9	Must be nine (9) character numeric. Must not be blank, Must pass check digit routine.
6.	Report Submitted As		Must be P, S, or B.
7.	Corporation, Company or Subdivision	187	Must not be blank. Must be left justified. Company Name 1 is mandatory. Company Name 2 and Company Name 3 may be blank. Address must be completed, City and State Abbreviation must be Completed First five digits of zip code must completed and last four digits of zip code may be blank..
8.	Major Products or Services Lines	90	Product 1 is mandatory. Product 2 and Product 3 may be blank.
9A.	Small Business Concerns	18	If completed, must be numeric, right justified and zero filled.. Number of Actions may be blank Dollars may be blank.

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
9B.	Large Business Concerns	18	If completed, must be numeric, right justified and zero filled. Number of Actions may be blank. Dollars may be blank
9C.	Total	18	If completed, must be numeric, right justified and zero filled. Number of Actions may be blank. Dollars may be blank. Must equal the sum of Items 9A and 9B.
10.	Small Disadvantaged Business Concerns	18	If completed, must be numeric, right justified and zero filled. Number of Actions may be blank. Dollars may be blank
11.	Women-Owned Small Business Concerns	18	If completed, must be numeric, right justified and zero filled. Number of Actions may be blank. Dollars may be blank
<u>12</u>	<u>HUBZone Small Business Concerns</u>	<u>18</u>	<u>If completed, must be numeric, right justified and zero filled.</u> <u>Number of Actions may be blank</u> <u>Dollars may be blank.</u>
12 <u>13</u>	Historically Black Colleges & Universities/Minority Institutions	12	Must be numeric, right justified and zero filled. Dollars may be blank
13 <u>4</u> 13 <u>4a</u> 13 <u>4b</u>	Administering Officer Last Name First Name	30	Must be completed and left justified
14 <u>5</u> 14 <u>5a</u> 14 <u>5b</u>	Administering Officer Telephone Area Code Telephone Number	10	Must be completed.

G. INPUT SPECIFICATIONS

The FPDC will no longer accept hard copy reports. All data should be input via on-line, magnetic tape, FTP (File Transfer Protocol), or diskette. If your agency does not have the resources available to input your reports, please notify the FPDC to make arrangements for the use of our facilities.

Summary Subcontract Reports may be submitted as follows:

1. **Magnetic Tape.** Tape reels shall have an external label identifying the contents as "FPDS Summary Subcontract Report" along with the reporting period (fiscal year) and the name and mailing address of the office to which the reel is to be returned. Standard Form 277 must be enclosed with each tape reel. Standard ASCII formatted tapes are preferred, but standard EBCDIC formatted tapes may be accepted with prior agreement. The record layout is shown in Part VII, H.

Standard ASCII. All data fields are character coded in ASCII. Tapes are 9 track with recording densities of 800bpi, 1600bpi, or 6250bpi, which comply with FIPS PUB 31 (ANSX3.22-1973), 25(ANSX3.39-1973), or 50 (ANSX3.54-1976) respectively with respect to encoding techniques. Internal labels are IBM standard labels or may be omitted.

Standard EBCDIC. All data fields are character coded in EBCDIC. Tapes are 9 track with recording densities of 800bpi, 1600bpi, or 6250bpi, which comply with FIPS PUB 31 (ANSX3.22-1973), 25 ANSX3.39-1973), or 50 (ANSX3.54-1976) respectively with respect to encoding techniques. Internal label are IBM standard labels or may be omitted.

2. **FTP (File Transfer Protocol).** There are no other standards for submitting data via FTP other than that mentioned in the Summary Subcontract Report Transmittal Memorandum instructions of this manual.

3. **Floppy Disk.** There are no other standards for submitting data on floppy disk other than that mentioned in the Summary Subcontract Report Transmittal Memorandum instructions of this manual.

4. **On-Line Processing.** The FPDS On-Line System is available to all agencies for both initial submissions and error corrections. FPDS On-Line System documentation and training are available.

5. **Electronic Submission.** FPDS telecommunications requirements are as follows:

- a. IBM compatible PC with modem or internet connection (FPDC will provide the required software);
- b. or, internet connection with world wide web browser (any platform);
- c. and, a mouse (with a DOS driver if on a PC but not running windows).

H. INPUT RECORD (Summary Subcontract Report)

ITEM #	DATA ELEMENTS	TYPE DATA	NUMBER OF CHARACTERS	RECORD POSITIONS
1	Reporting Agency	AN	4	1-4
2	Reporting Period	N	4	5-8
3	Type of Plan	A	1	9
4	Type of Report	N	1	10
5	Contractor Identification			
	Number	N	9	11-19
6	Report Submitted as	A	1	20
7	Corporation, Company, or Subdivision			
	Name 1	AN	40	21-60
	Name 2	AN	40	61-100
	Name 3	AN	40	101-140
	Street Address	AN	40	141-180
	City	A	16	181-196
	State Abbreviation	A	2	197-198
	Zip Code	N	9	199-207
8	Major Products or Service Lines			
	Product 1	A	30	208-237
	Product 2	A	30	238-267
	Product 3	A	30	268-297
9A	Small Business Concerns-Number Of Awards (RESERVED)	N	6	298-303
9A	Small Business Concerns-Dollars	N	12	304-315
9B	Large Business Concerns-Number of Awards (RESERVED)	N	6	316-321
9B	Large Business Concerns-Dollars	N	12	322-333
9C	Total-Number of Awards (RESERVED)	N	6	334-339
9C	Total Dollars	N	12	340-351
10	Small Disadvantaged Business Concerns-Number of Awards (RESERVED)	N	6	352-357
10	Small Disadvantaged Business Concerns-Dollars	N	12	358-369
11	Women-Owned Small Business Concerns-Number of Awards (RESERVED)	N	6	370-375
11	Women-Owned Small Business Concerns-Dollars	N	12	376-387
<u>12</u>	<u>HUBZone Small Business Concerns-Number of Awards (RESERVED)</u>	<u>N</u>	<u>6</u>	<u>388-393</u>
<u>12</u>	<u>HUBZone Small Business Concerns-Dollars</u>	<u>N</u>	<u>12</u>	<u>394-405</u>
42 <u>13</u>	Historically Black Colleges and Universities/Minority Institutions Dollars (If Applicable)	N	12	388-399 <u>406-417</u>
43 <u>14</u>	Administering Officer			

<u>ITEM #</u>	<u>DATA ELEMENTS</u>	<u>TYPE DATA</u>	<u>NUMBER OF CHARACTERS</u>	<u>RECORD POSITIONS</u>
<u>15</u>	<u>Last Name</u>	<u>A</u>	<u>15</u>	<u>418-432</u>
	<u>First Name</u>	<u>A</u>	<u>15</u>	<u>333-447</u>
	<u>Administering Officer</u>			
	<u>Telephone Area Code</u>	<u>N</u>	<u>3</u>	<u>448-450</u>
	<u>Telephone Number</u>	<u>N</u>	<u>7</u>	<u>451-457</u>

